April 2022 Update

Google For Beginners

All you need to get started
with Google Workspace & Apps

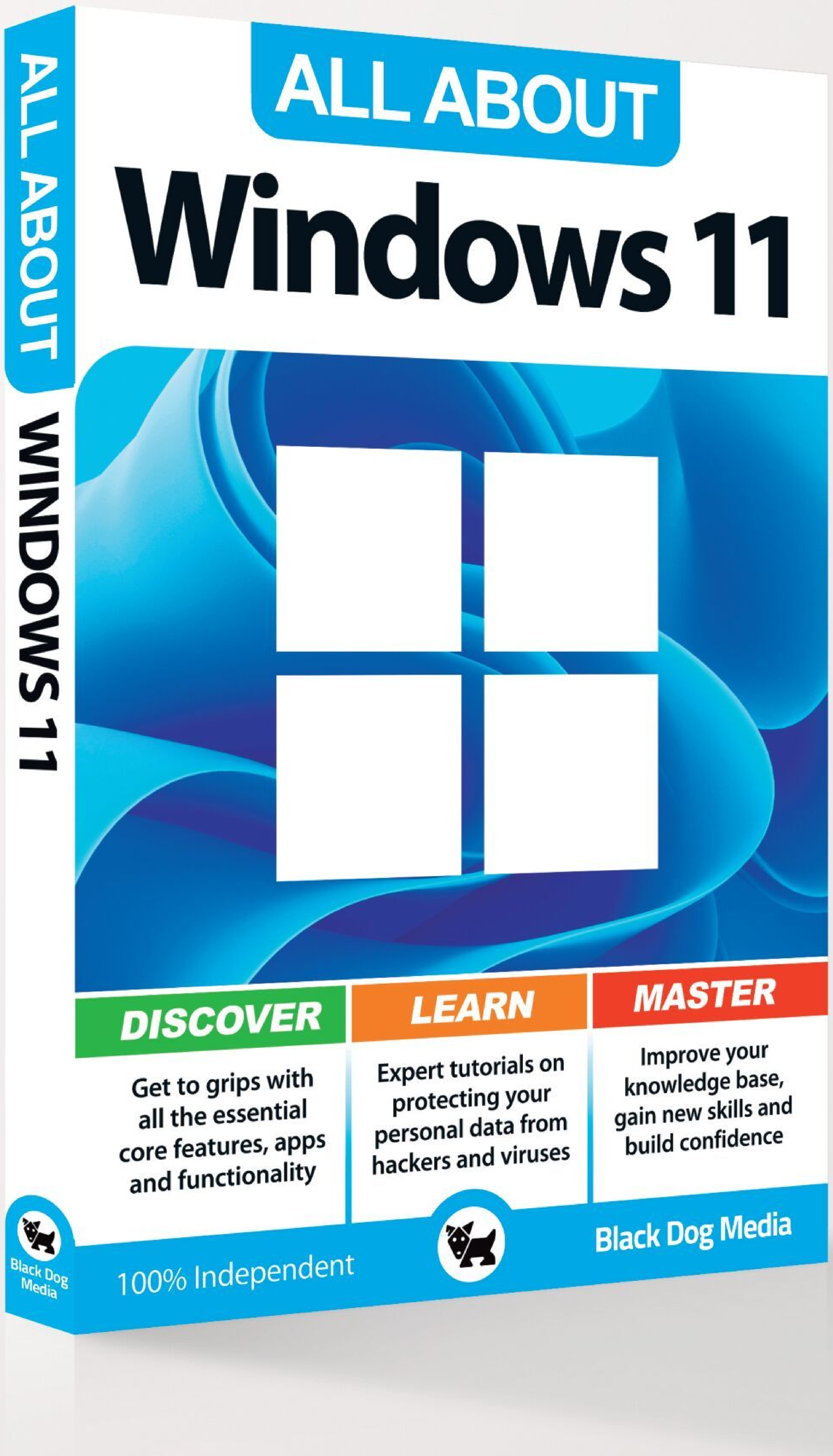
Over
449
Tips & Hints
Inside

- ✓ Jargon-free Tips & Advice
- ✓ Step-by-step Tutorials
- ✓ Clear Full Colour Guides

Discover Windows 11.
Learn New Features.
Master Your Desktop.

Black Dog Media

NEW
PRINT
EDITION


ALL ABOUT
Windows 11
ALL ABOUT
WINDOWS 11
DISCOVER
Get to grips with all the essential core features, apps and functionality
LEARN
Expert tutorials on protecting your personal data from hackers and viruses
MASTER
Improve your knowledge base, gain new skills and build confidence
Black Dog Media
100% Independent
Black Dog Media

Over 250 Pages of Expert Tutorials, Guides & Tips!

FEATURED INSIDE:

- Navigating the Start Menu
- Connecting to the Internet
- How to personalise Windows 11
- Web browsing with Edge
- Using OneDrive Cloud Storage
- Video chatting with Skype
- Email, Social Media & Messaging
- Improving Windows 11 security
- Wi-fi and Personal wi-fi hotspots
- Speeding up your computer
- Troubleshooting & User Advice

and much more...

Click the link to **BUY NOW** from amazon

https://amzn.to/3EZFHKC

Available in all good bookshops

Google
For Beginners

Starting something new can be daunting. Learning a skill or mastering a new piece of hardware is tough. Even tougher if you have no-one at hand to help. Conversely as the complexity of our consumer technology increases, the size of the requisite instruction manual decreases or in some cases it simply disappears. At numerous times in our lives we have all been “beginners”, there is no shame in that fact and rightly so. How many times have you asked aloud, “What does this button do?”. “Why doesn’t that work?”. “What do you mean it doesn’t do that?”. “HELP!”. At the start of any new journey or adventure we are all beginners but fortunately for you we are here to stand beside you at every stage.

Over this extensive series of titles we will be looking in great depth at the latest consumer electronics, software, hobbies and trends out of the box! We will guide you step-by-step through using all aspects of the technology that you may have been previously apprehensive at attempting. Let our expert guide help you build your technology understanding and skills, taking you from a novice to a confident and experienced user.

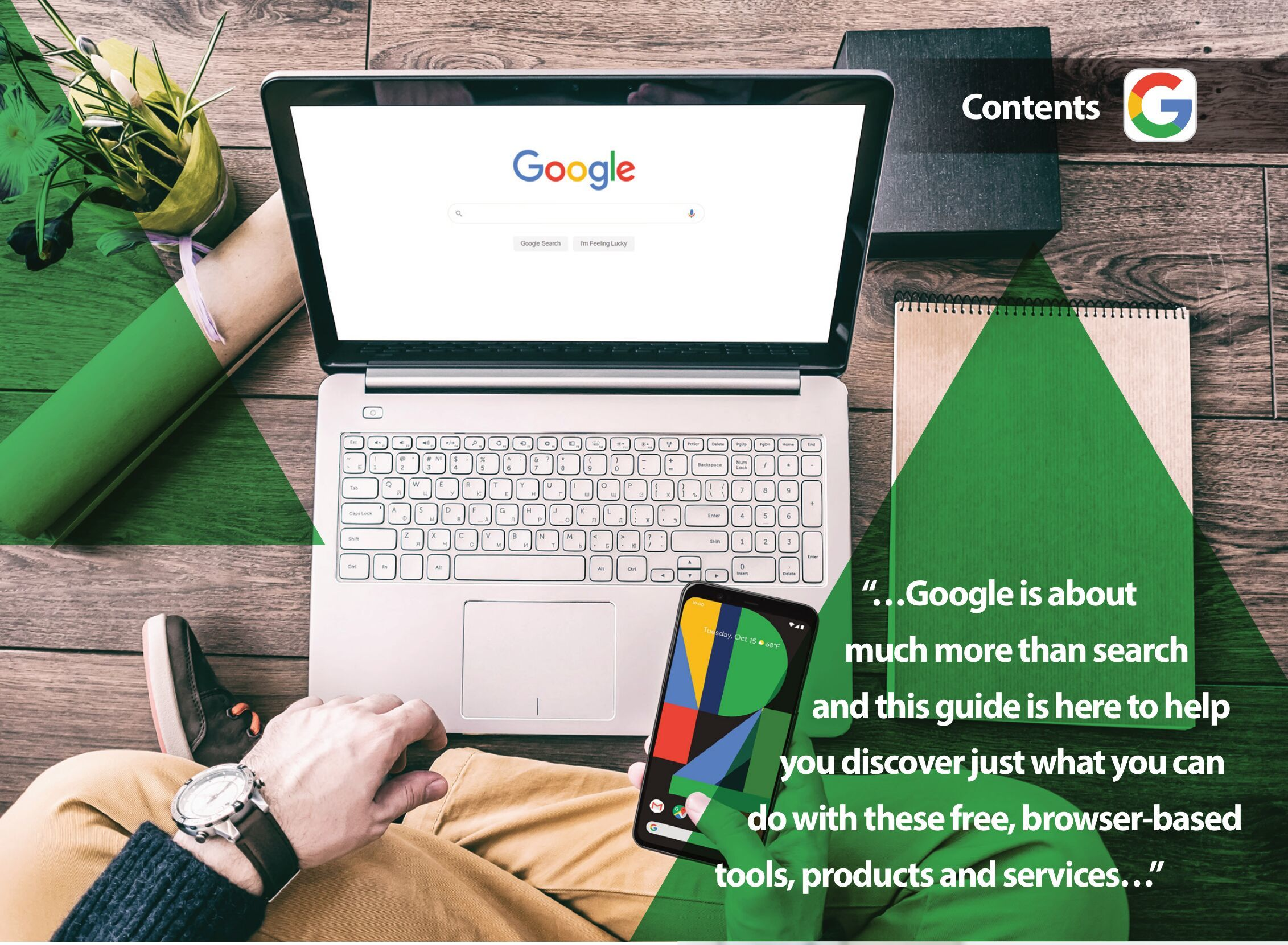
Over the page our journey begins. We would wish you luck but we’re sure with our support you won’t need it.

Contents

6 Get Started with Google

8 Google Account Set Up
12 Improving Your Google Security
16 Protecting Your Privacy on Google
18 Improving Your Google Searches
22 Using Specialised Google Search
24 How to Create Google Alerts
26 How to Personalise Google Trends
28 Getting Started with Chrome
30 Customising the Chrome Browser
32 How to Save and Sync Chrome
34 Using the Chrome Web Store
36 How to Use Chrome Plug-ins
38 Setting Up Chrome Autofill
40 Chrome Tips and Tricks

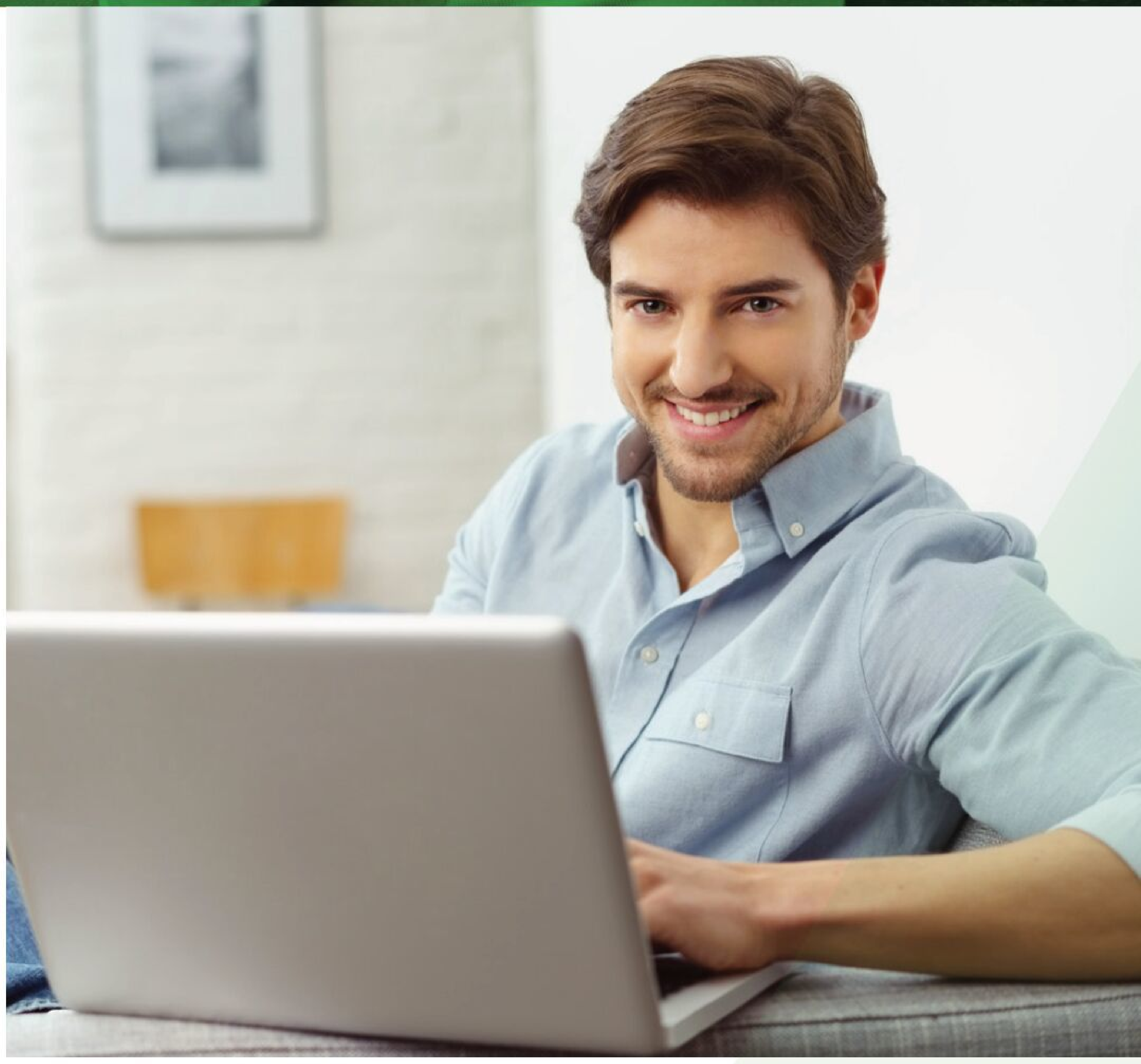
Contents



"…Google is about much more than search and this guide is here to help you discover just what you can do with these free, browser-based tools, products and services…"

42 Using Google Apps

44 Get Started with Gmail
46 How to Customise Gmail
48 Dealing with Gmail Spam
50 Instant Chat in Gmail
52 How to Use Gmail Conversations
54 Create Tasks from Gmail
56 Schedule Your Gmail Messages
58 Gmail User Tips and Tricks
60 Improving the Google Calendar
64 Get Started with Google Maps
66 Planning a Route with Maps
68 Using Google Street View



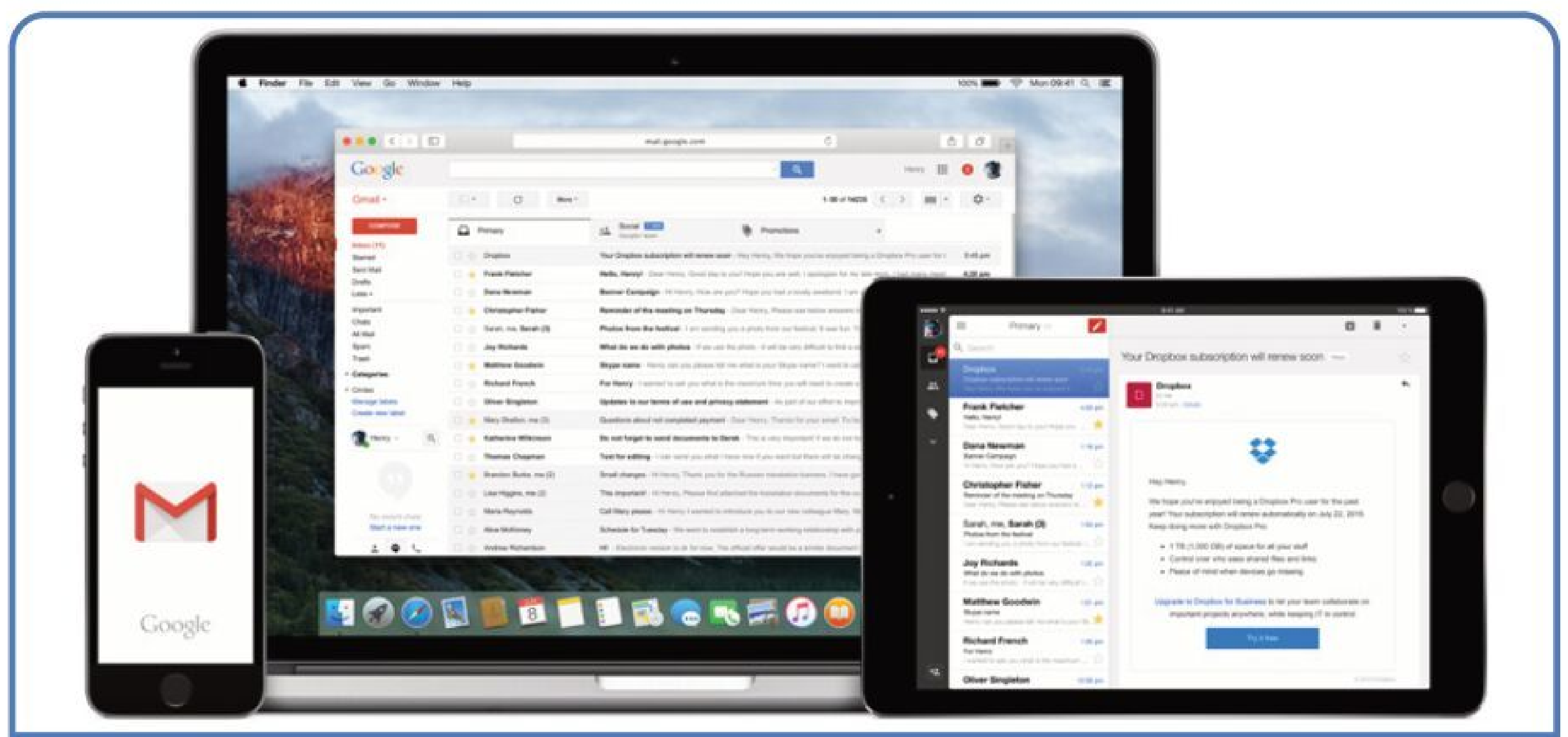
Google

Get Started with Google

There are many reasons (all of which are covered in this publication) to delve into the Google app suite. Yet before you start to explore these amazing tools and discover just how much you can do with them, you need to get to grips with the basics. What follows details how to set up your all-important Google account and also teaches you some important safety tips to ensure all of your online Google adventures are secure ones.

Google Account Set Up

In the past, using several different Google apps would have meant having several different usernames and passwords. Thankfully, Google took steps to merge all of these different accounts into one main Google account. This means that you only have to remember one username and password to access almost any Google product, plus it is much easier to share information, images and other data between your devices.



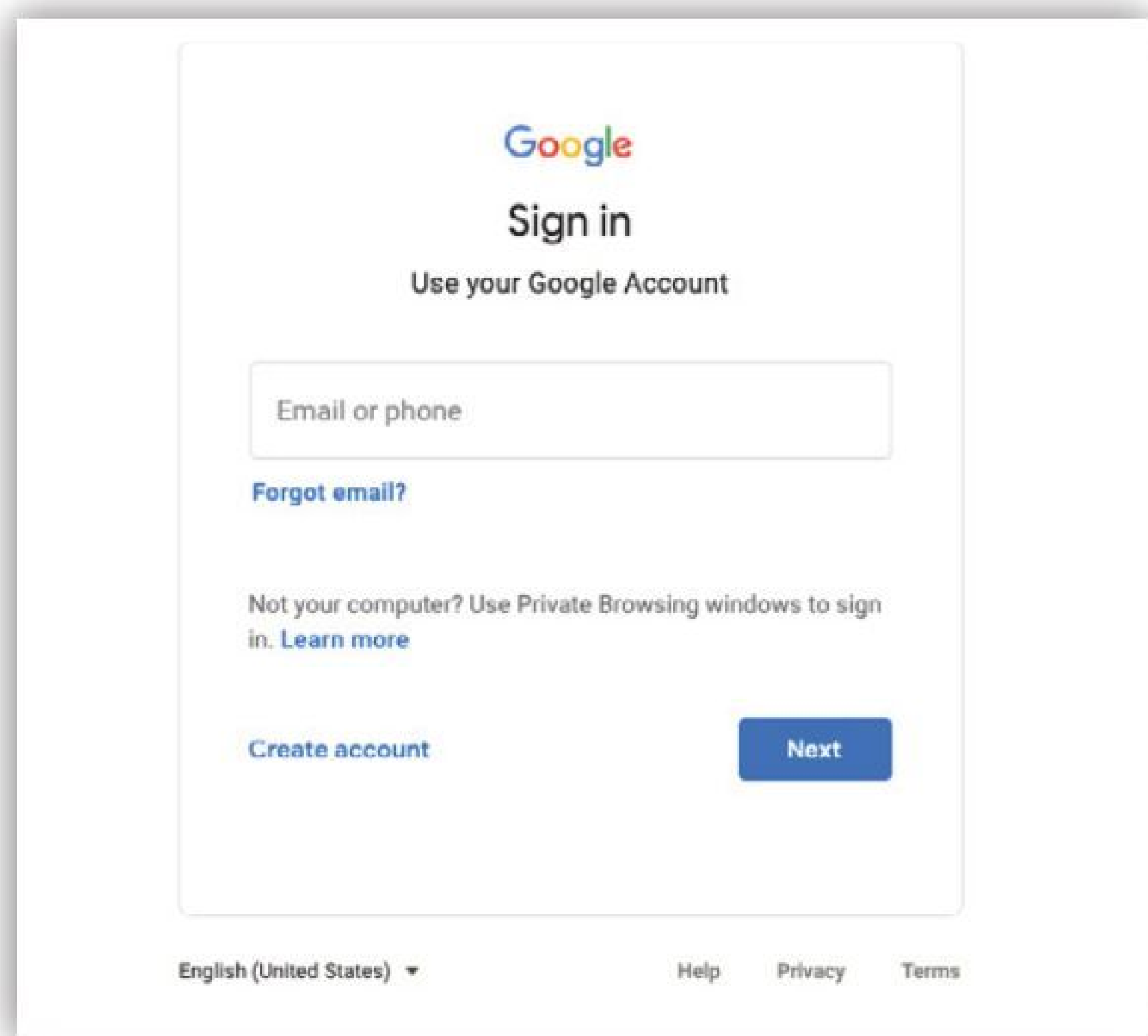
Use Across Devices

One of the regular questions we receive regarding Google's applications is: "Can I use my Google account sign in details on both my smartphone and my computer? Thankfully, the answer to that question is yes, follow the information below to set up your Google Account details and then you will be able to use them on all compatible devices and apps.

Creating a Google Account

Step 1

› Using any Internet browser, navigate to www.accounts.google.com and click on Create account in the bottom left corner of the screen. Now choose to set up either an individual or a business account.



Google

Sign in

Use your Google Account

Email or phone

Forgot email?

Not your computer? Use Private Browsing windows to sign in. Learn more

Create account

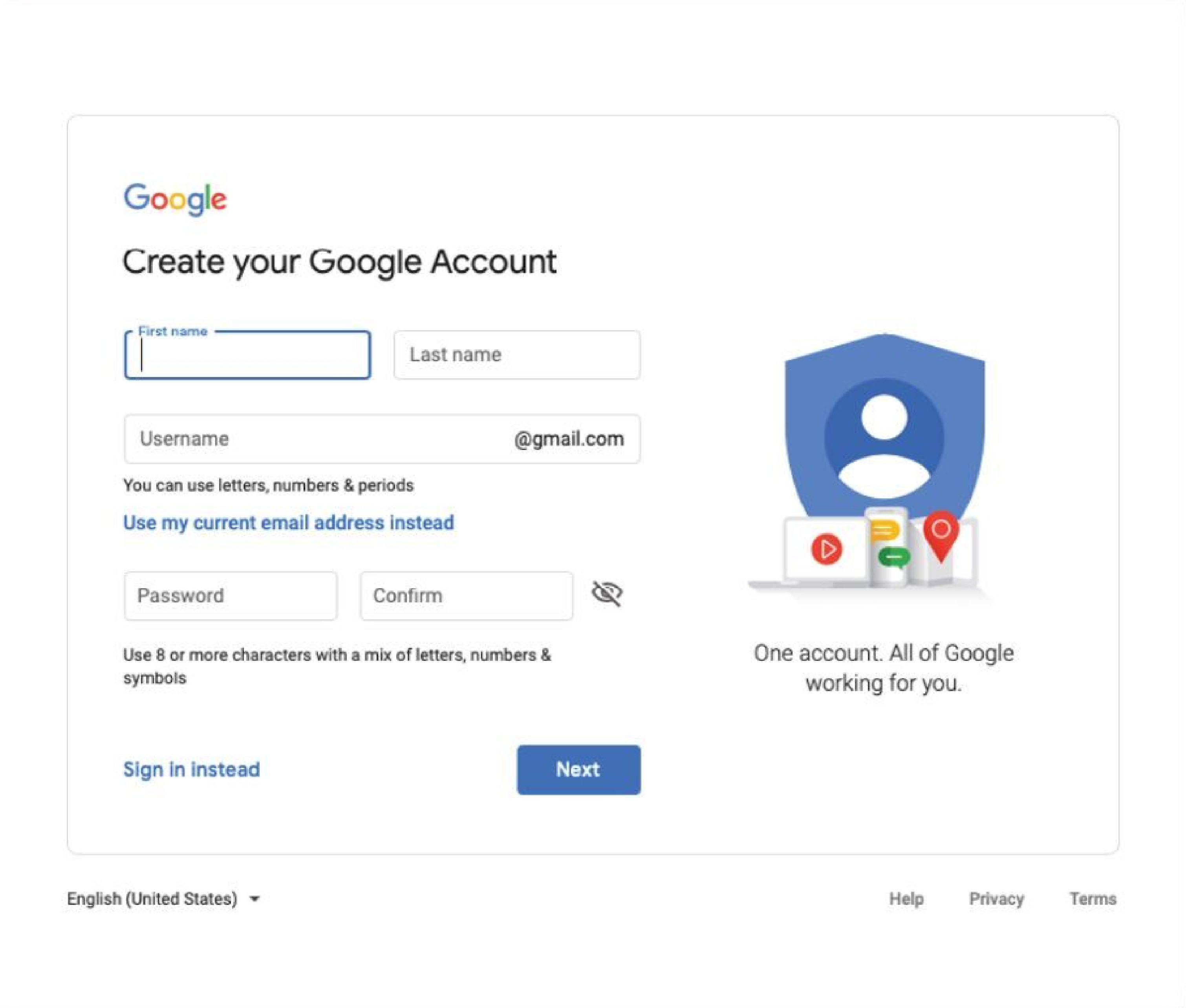
Next

English (United States)

Help Privacy Terms

Step 2

› Enter your name into the boxes provided and choose your preferred gmail.com email address. If the name you want is already taken, you will be shown some alternatives; or you can try another of your own.



Google

Create your Google Account

First name

Last name

Username @gmail.com

You can use letters, numbers & periods

Use my current email address instead

Password

Confirm

Use 8 or more characters with a mix of letters, numbers & symbols

Sign in instead

Next

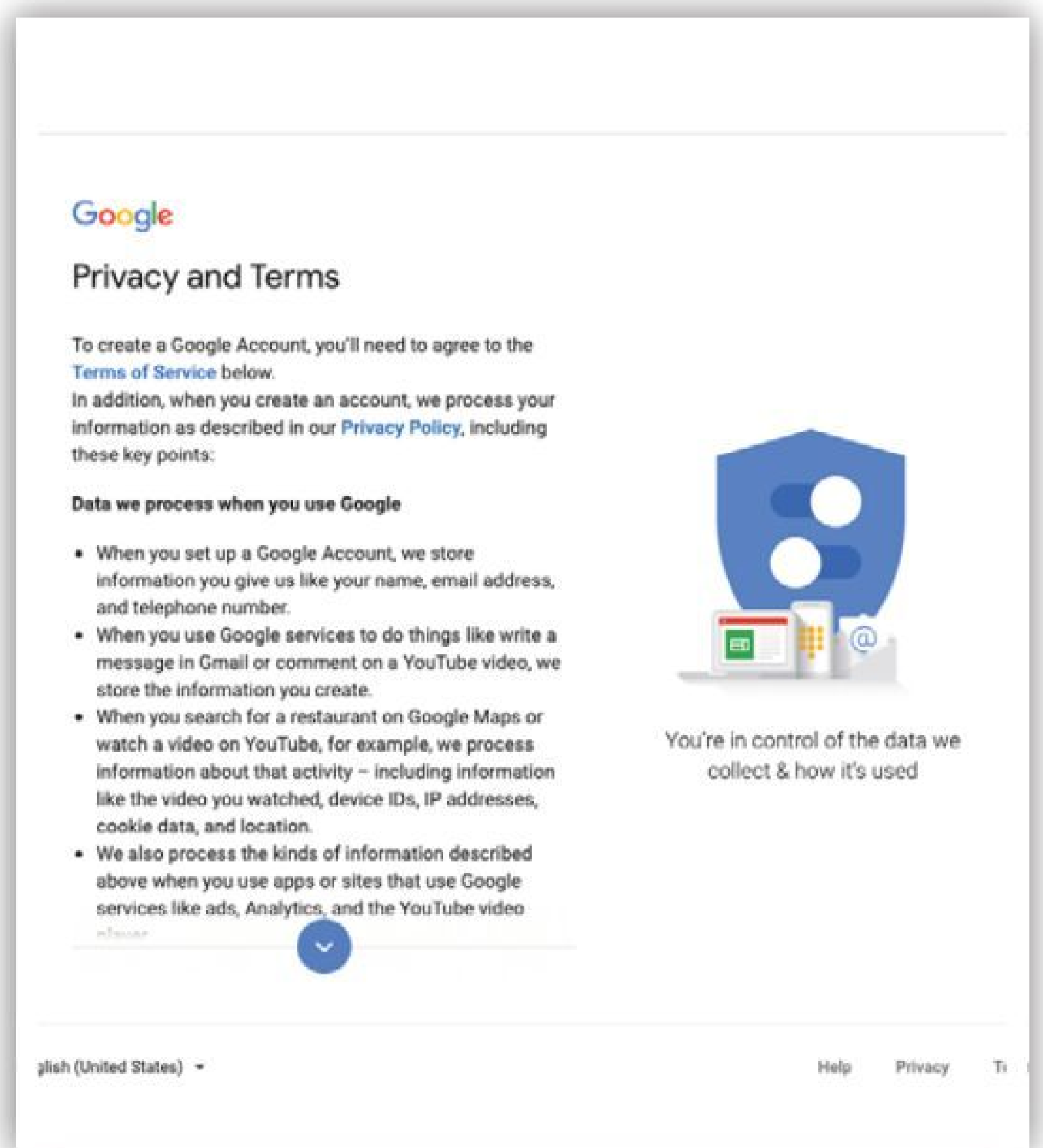
One account. All of Google working for you.

English (United States)

Help Privacy Terms

Step 3

› Complete the remainder of the information, including a phone number and alternative email address; useful if you need to recover your login info. You will also need to complete the entire form and agree to Google Terms of Service to progress.



Google

Privacy and Terms

To create a Google Account, you'll need to agree to the Terms of Service below.
In addition, when you create an account, we process your information as described in our Privacy Policy, including these key points:

Data we process when you use Google

- When you set up a Google Account, we store information you give us like your name, email address, and telephone number.
- When you use Google services to do things like write a message in Gmail or comment on a YouTube video, we store the information you create.
- When you search for a restaurant on Google Maps or watch a video on YouTube, for example, we process information about that activity – including information like the video you watched, device IDs, IP addresses, cookie data, and location.
- We also process the kinds of information described above when you use apps or sites that use Google services like ads, Analytics, and the YouTube video

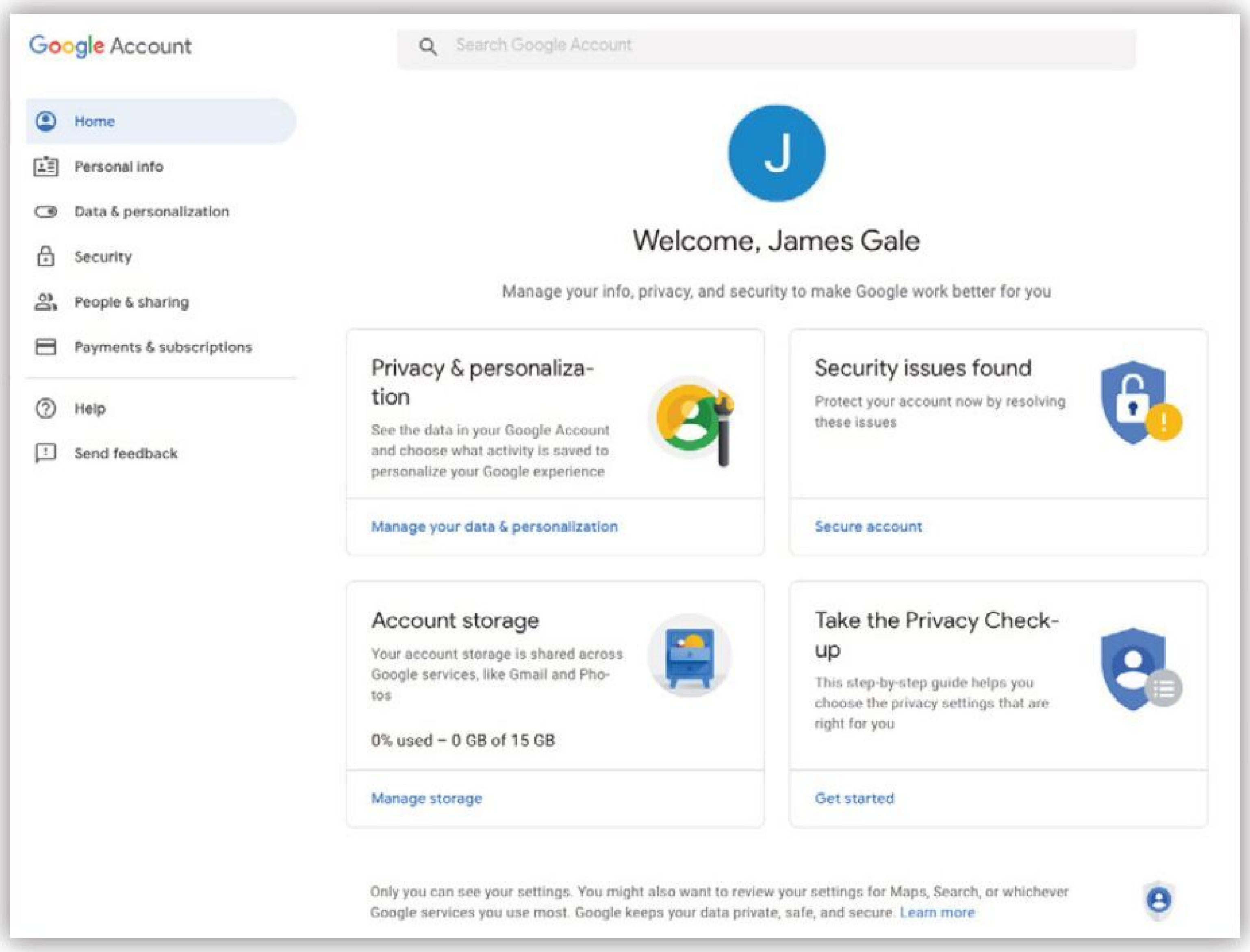
You're in control of the data we collect & how it's used

glish (United States)

Help Privacy

Step 4

After completed the initial sign up process, you are taken to the core My Account page. From this page you can customise your entire Google user experience as follows.



Google Account

Search Google Account

- Home
- Personal info
- Data & personalization
- Security
- People & sharing
- Payments & subscriptions
- Help
- Send feedback

J

Welcome, James Gale

Manage your info, privacy, and security to make Google work better for you

Privacy & personalization
See the data in your Google Account and choose what activity is saved to personalize your Google experience
Manage your data & personalization

Security issues found
Protect your account now by resolving these issues
Secure account

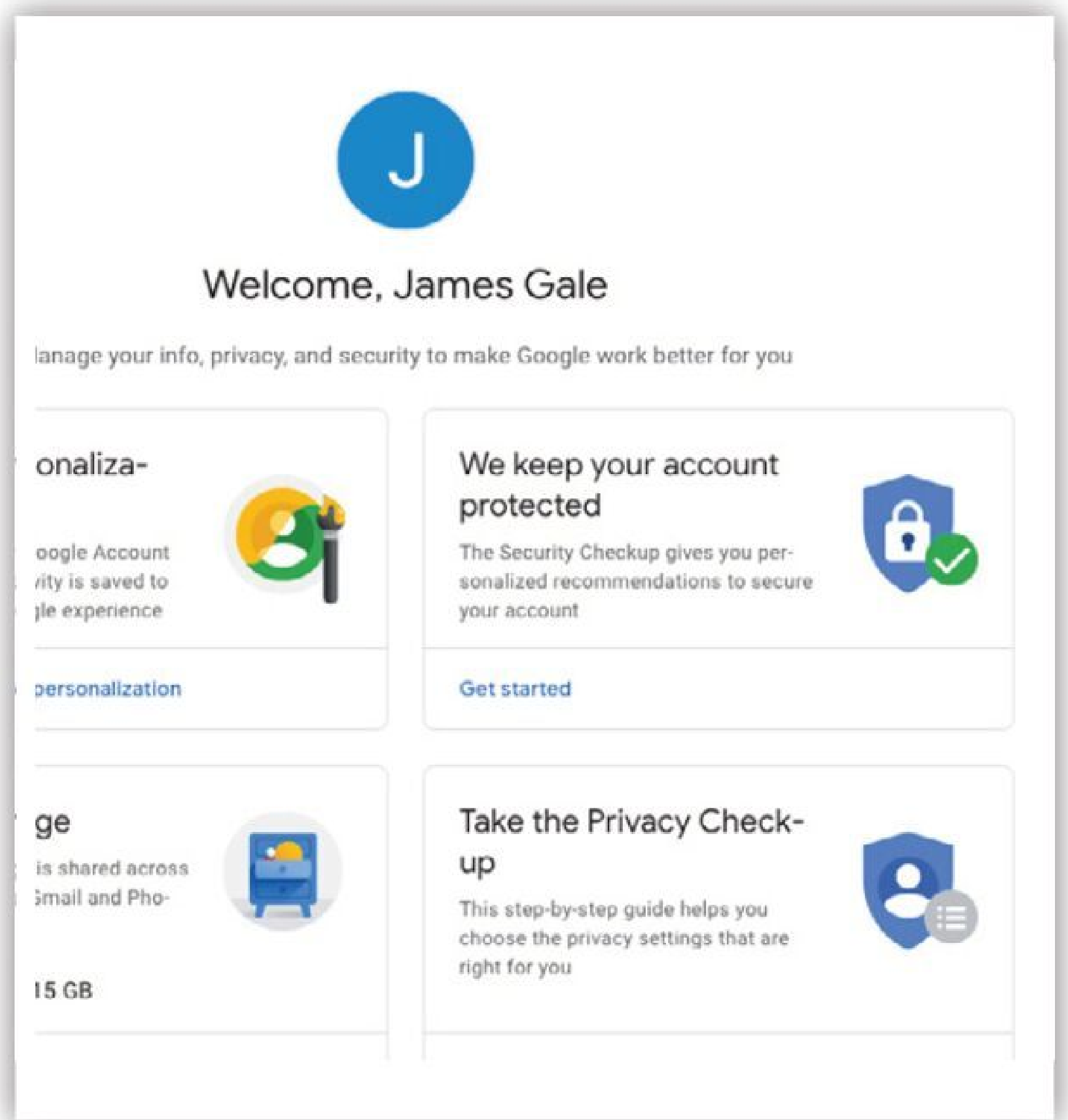
Account storage
Your account storage is shared across Google services, like Gmail and Photos
0% used – 0 GB of 15 GB
Manage storage

Take the Privacy Check-up
This step-by-step guide helps you choose the privacy settings that are right for you
Get started

Only you can see your settings. You might also want to review your settings for Maps, Search, or whichever Google services you use most. Google keeps your data private, safe, and secure. Learn more

Step 5

Starting with the Account Protected option, you can, from here, check the activity of your account, confirming that you are the only user, list devices that are logged in via your account and explore recovery options.



J

Welcome, James Gale

lanage your info, privacy, and security to make Google work better for you

onaliza-
oogle Account
ivity is saved to
gle experience
personalization

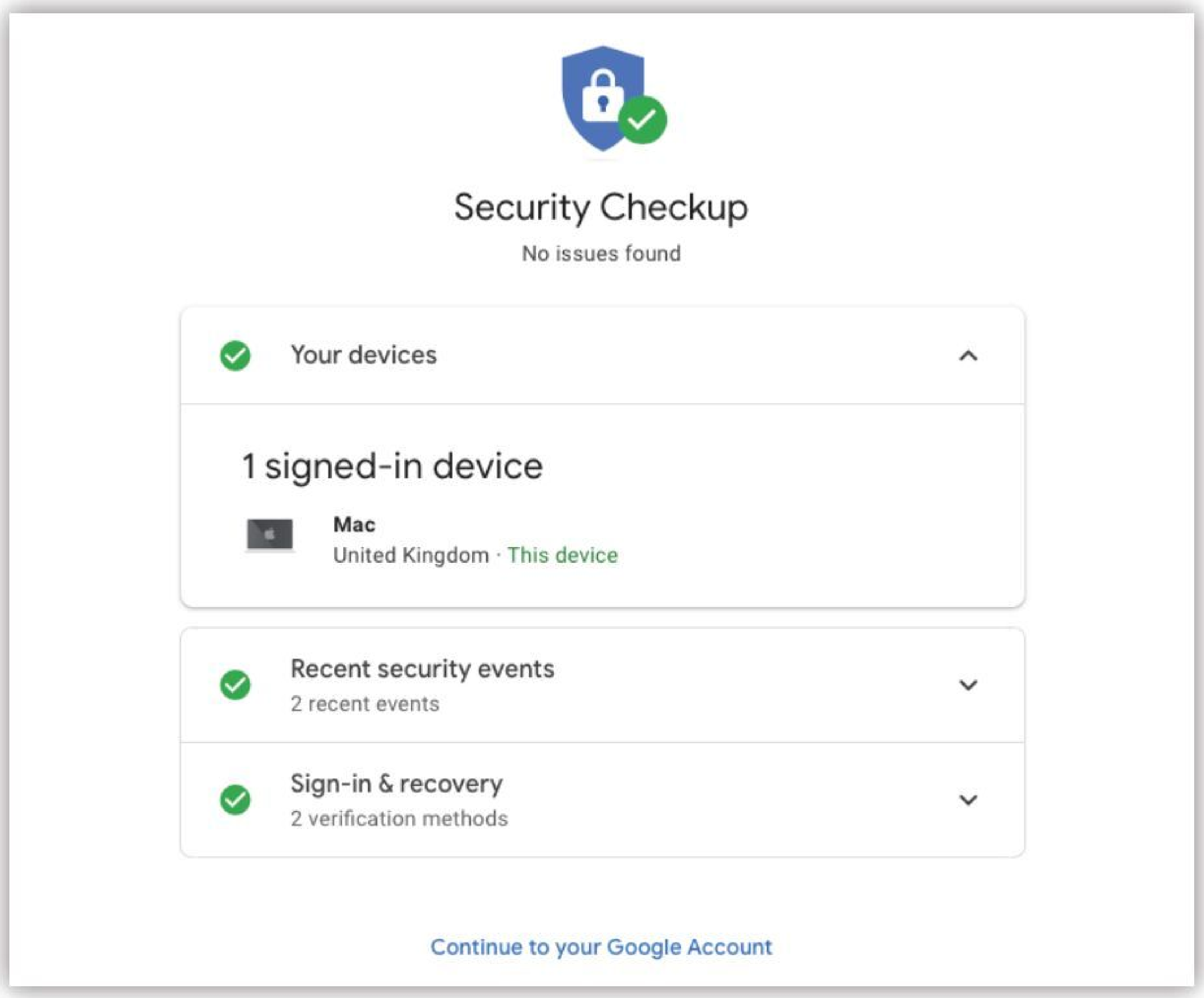
We keep your account protected
The Security Checkup gives you personalized recommendations to secure your account
Get started

ge
is shared across
Gmail and Pho-
15 GB

Take the Privacy Check-up
This step-by-step guide helps you choose the privacy settings that are right for you

Step 6

There are key areas of the Security options available that can rapidly give you an insight into the uses of your account. Beginning with the Your Devices option, which is very important.



Security Checkup

No issues found

Your devices

1 signed-in device

Mac
United Kingdom · This device

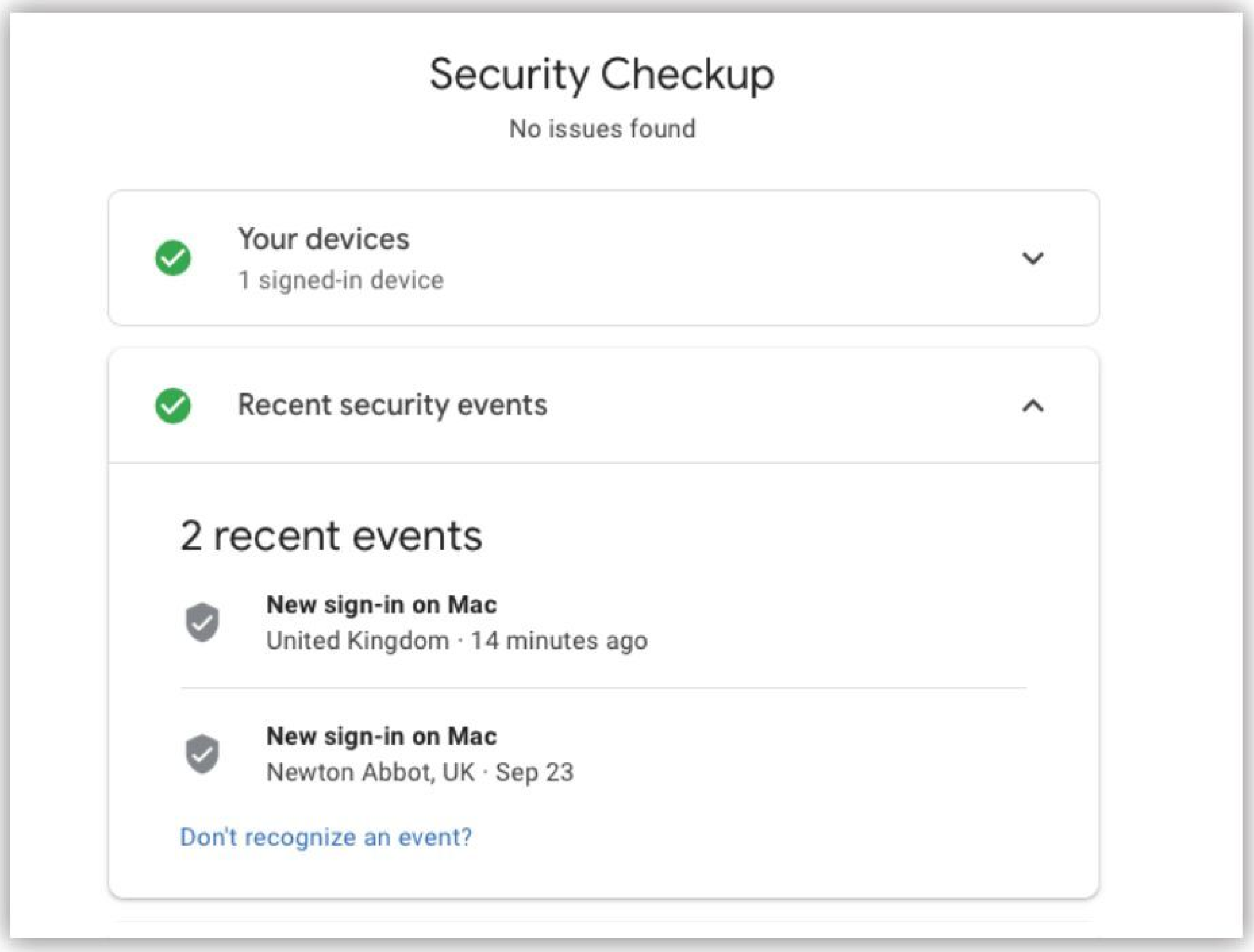
Recent security events
2 recent events

Sign-in & recovery
2 verification methods

Continue to your Google Account

Step 7

These links show any devices that have, or are currently, accessing your account. If these details don't match your records, you can change your password using the Personal Info link.



Security Checkup

No issues found

Your devices
1 signed-in device

Recent security events

2 recent events

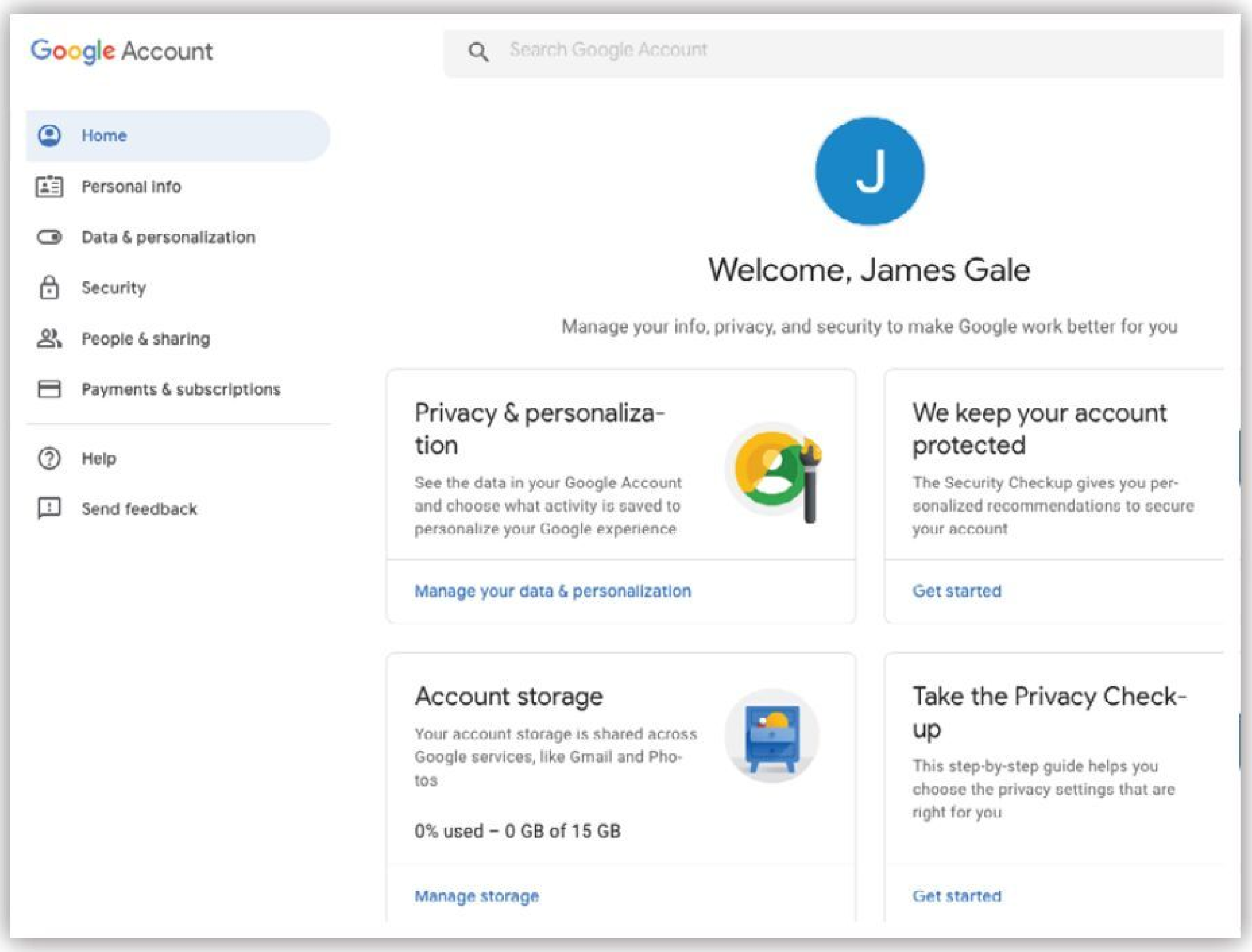
New sign-in on Mac
United Kingdom · 14 minutes ago

New sign-in on Mac
Newton Abbot, UK · Sep 23

Don't recognize an event?

Step 8

Return to the Google account page where the next option, Privacy & Personalisation link, enables you to manage and edit all of your data and details used during this initial setup process.



Google Account

Search Google Account

- Home
- Personal info
- Data & personalization
- Security
- People & sharing
- Payments & subscriptions
- Help
- Send feedback

J

Welcome, James Gale

Manage your info, privacy, and security to make Google work better for you

Privacy & personalization
See the data in your Google Account and choose what activity is saved to personalize your Google experience
Manage your data & personalization

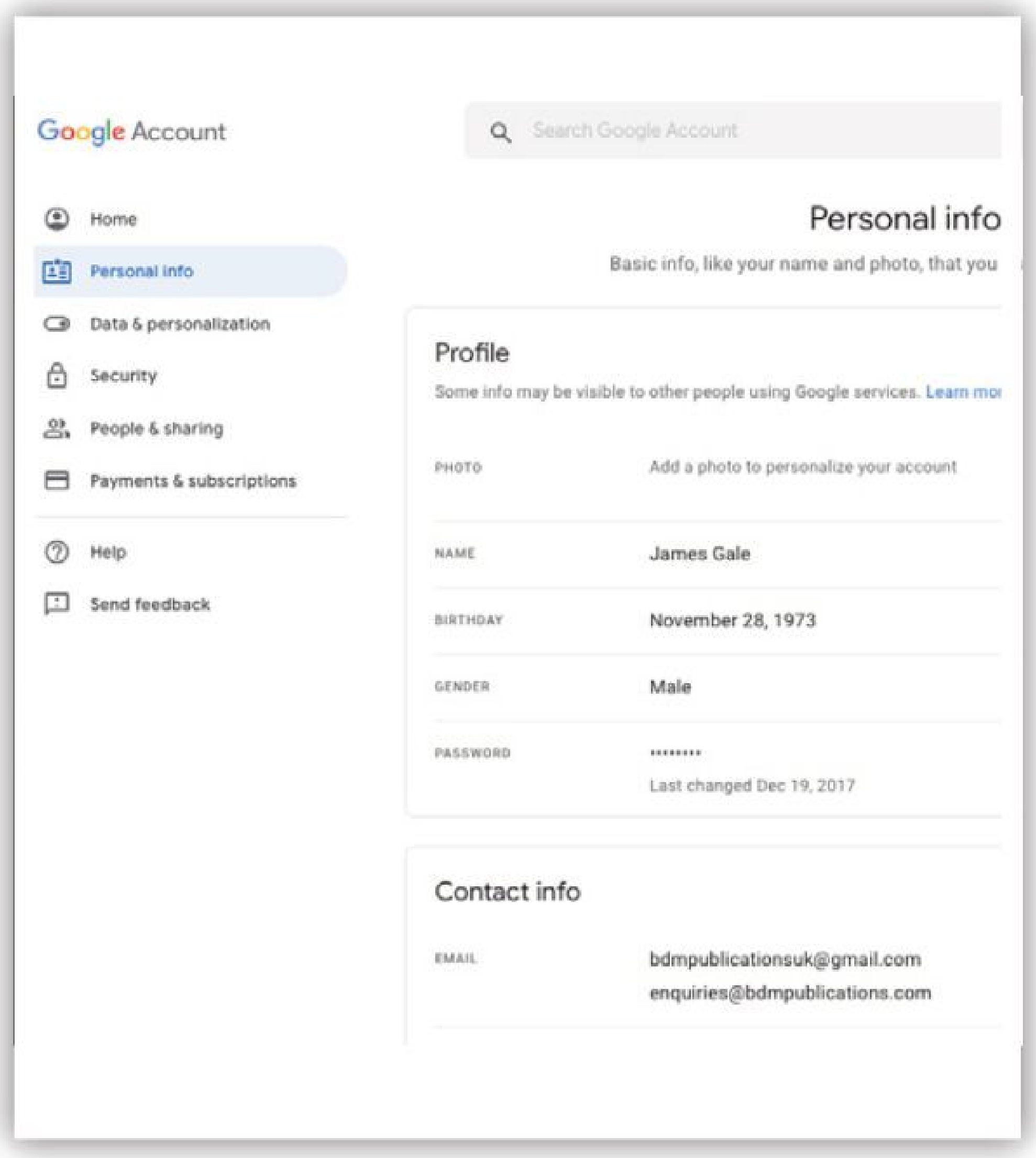
We keep your account protected
The Security Checkup gives you personalized recommendations to secure your account
Get started

Account storage
Your account storage is shared across Google services, like Gmail and Photos
0% used – 0 GB of 15 GB
Manage storage

Take the Privacy Check-up
This step-by-step guide helps you choose the privacy settings that are right for you
Get started

Step 9

The Personal info link, left side bar, opens a page that holds a complete record of the information you have shared with Google. Check to ensure it is correct. Any issues are shown as a triangle symbol containing a "!" icon, click or tap to correct them.



Google Account

Search Google Account

- Home
- Personal info
- Data & personalization
- Security
- People & sharing
- Payments & subscriptions
- Help
- Send feedback

Personal info

Basic info, like your name and photo, that you

Profile

Some info may be visible to other people using Google services. Learn mor

PHOTO	Add a photo to personalize your account
NAME	James Gale
BIRTHDAY	November 28, 1973
GENDER	Male
PASSWORD	•••••••• Last changed Dec 19, 2017

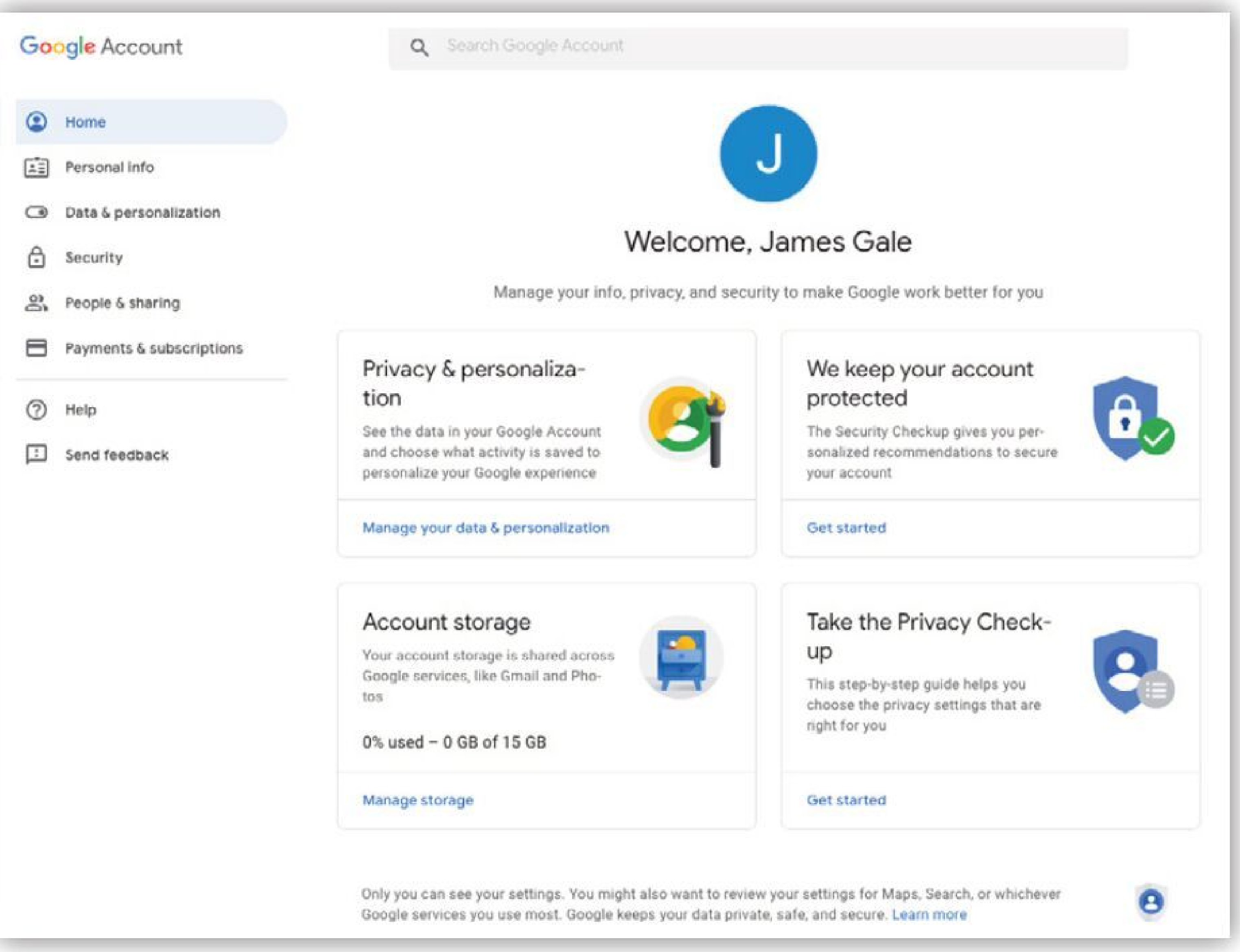
Contact info

EMAIL	bdmpublicationsuk@gmail.com enquiries@bdmpublications.com

Google Account Set Up cont.

Step 10

For now, we are going to move past the Privacy & personalisation options as, due to their importance and complexity, they are covered in greater depth in this guide.



Google Account

Search Google Account

- Home
- Personal info
- Data & personalization
- Security
- People & sharing
- Payments & subscriptions
- Help
- Send feedback

Welcome, James Gale

Manage your info, privacy, and security to make Google work better for you

Privacy & personalization
See the data in your Google Account and choose what activity is saved to personalize your Google experience
Manage your data & personalization

We keep your account protected
The Security Checkup gives you personalized recommendations to secure your account
Get started

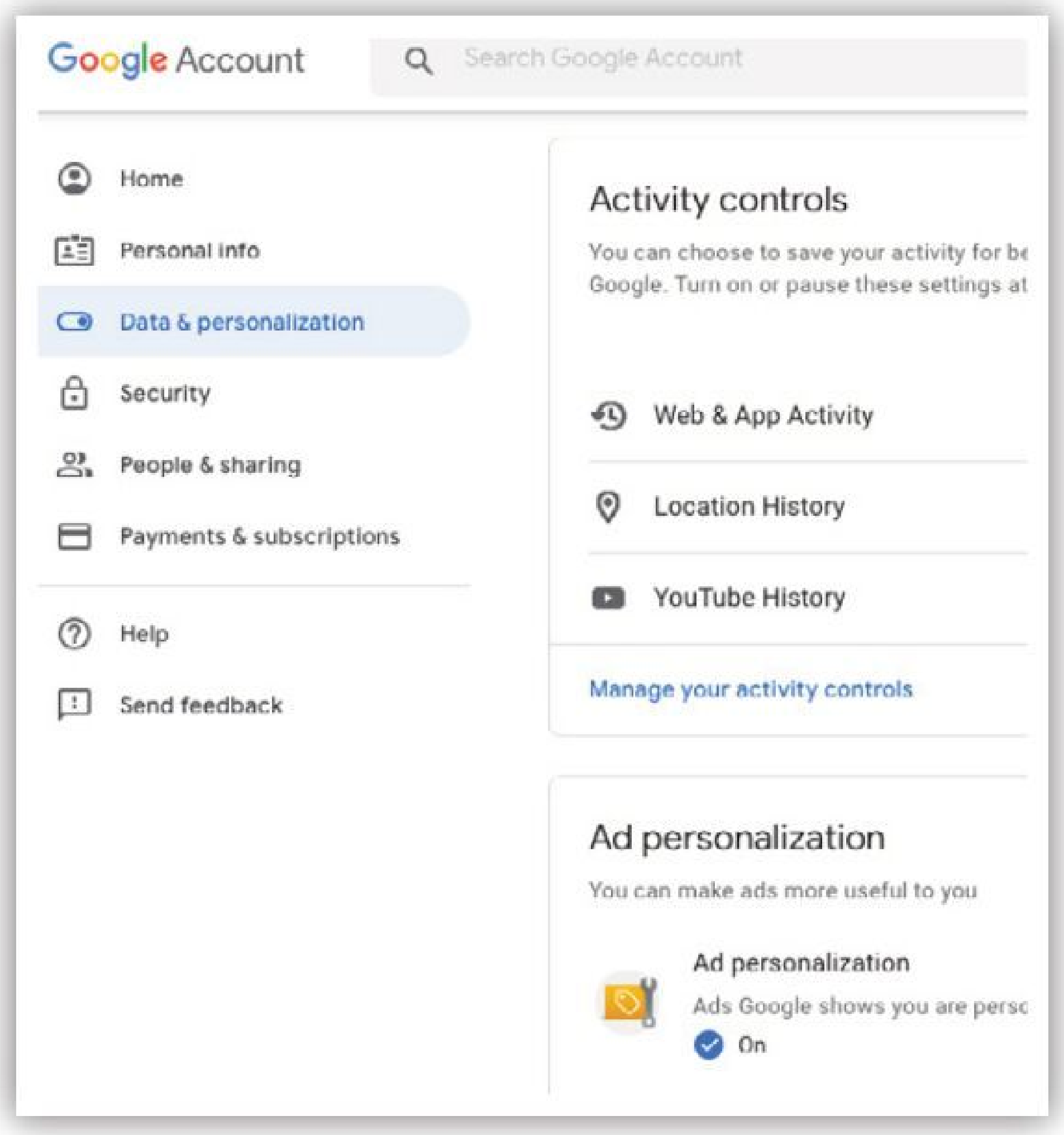
Account storage
Your account storage is shared across Google services, like Gmail and Photos
0% used – 0 GB of 15 GB
Manage storage

Take the Privacy Checkup
This step-by-step guide helps you choose the privacy settings that are right for you
Get started

Only you can see your settings. You might also want to review your settings for Maps, Search, or whichever Google services you use most. Google keeps your data private, safe, and secure. Learn more

Step 11

Select the Data & personalisation option to view a quick access listing of all your current and historic Google uses. Each section acts as a shortcut link to the app itself, such as Gmail.



Google Account

Search Google Account

- Home
- Personal info
- Data & personalization
- Security
- People & sharing
- Payments & subscriptions
- Help
- Send feedback

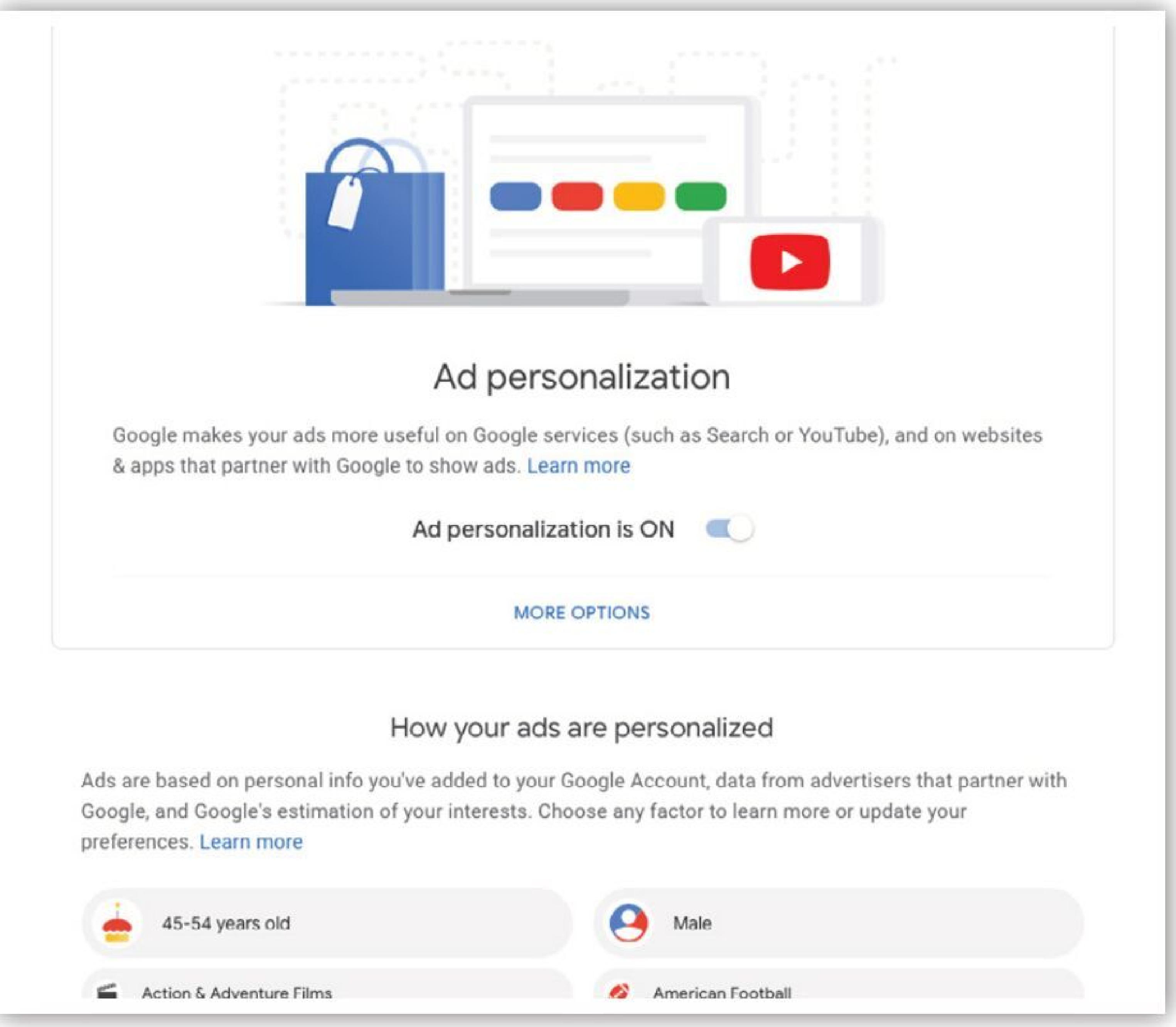
Activity controls
You can choose to save your activity for be
Google. Turn on or pause these settings at
- Web & App Activity
- Location History
- YouTube History

Manage your activity controls

Ad personalization
You can make ads more useful to you
Ad personalization
Ads Google shows you are persc
On

Step 12

Ad personalisation can't completely block any adverts from your Google experience but you can edit the type of adverts you are exposed to, by selecting the topics you like or dislike from the listings.



Ad personalization

Google makes your ads more useful on Google services (such as Search or YouTube), and on websites & apps that partner with Google to show ads. Learn more

Ad personalization is ON

MORE OPTIONS

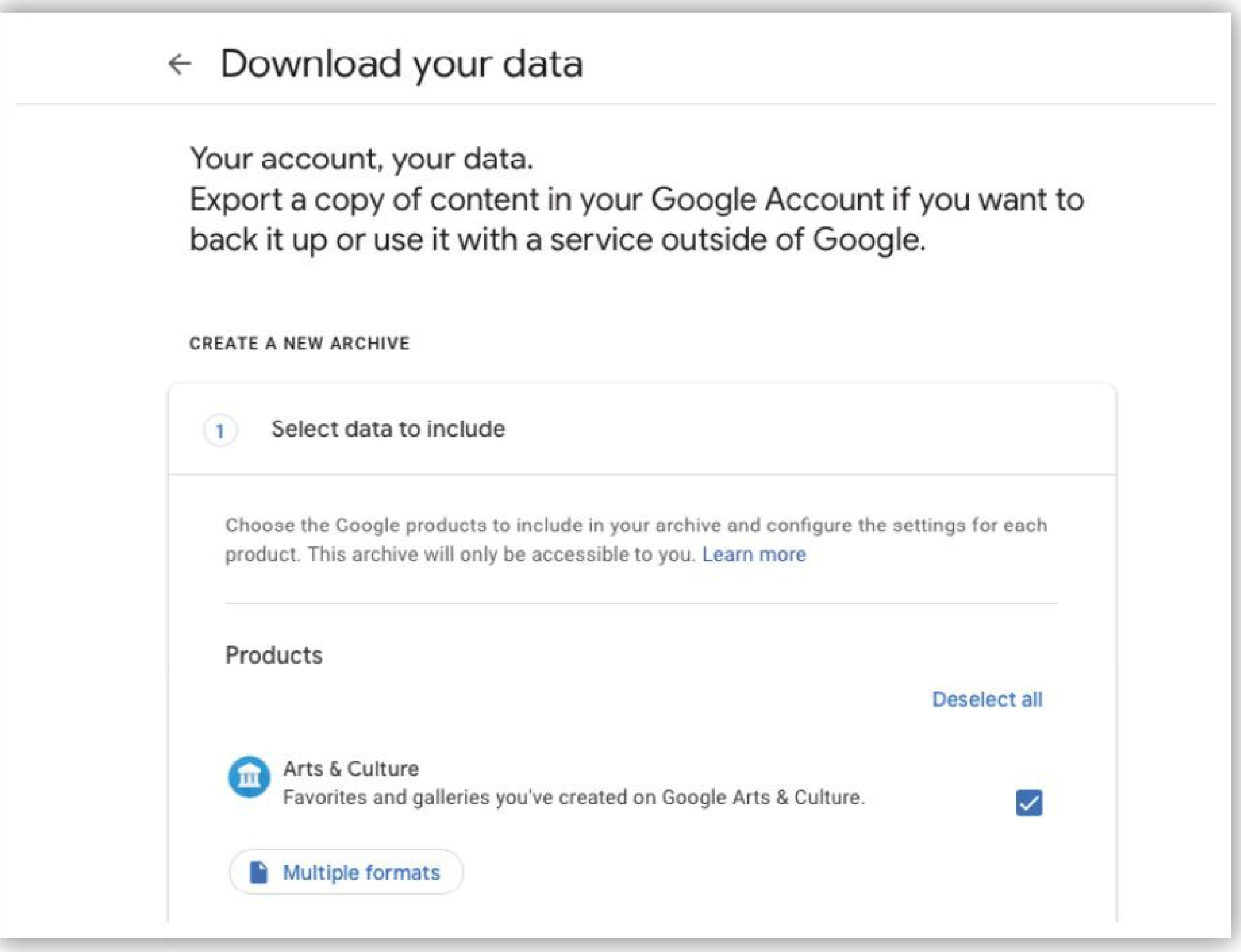
How your ads are personalized

Ads are based on personal info you've added to your Google Account, data from advertisers that partner with Google, and Google's estimation of your interests. Choose any factor to learn more or update your preferences. Learn more

- 45-54 years old
- Male
- Action & Adventure Films
- American Football

Step 13

You can download or transfer your Google account content such as Internet bookmarks, contents, stored files on Google Drive, etc., should you wish to close your Google account.



← Download your data

Your account, your data.
Export a copy of content in your Google Account if you want to back it up or use it with a service outside of Google.

CREATE A NEW ARCHIVE

1 Select data to include

Choose the Google products to include in your archive and configure the settings for each product. This archive will only be accessible to you. Learn more

Products

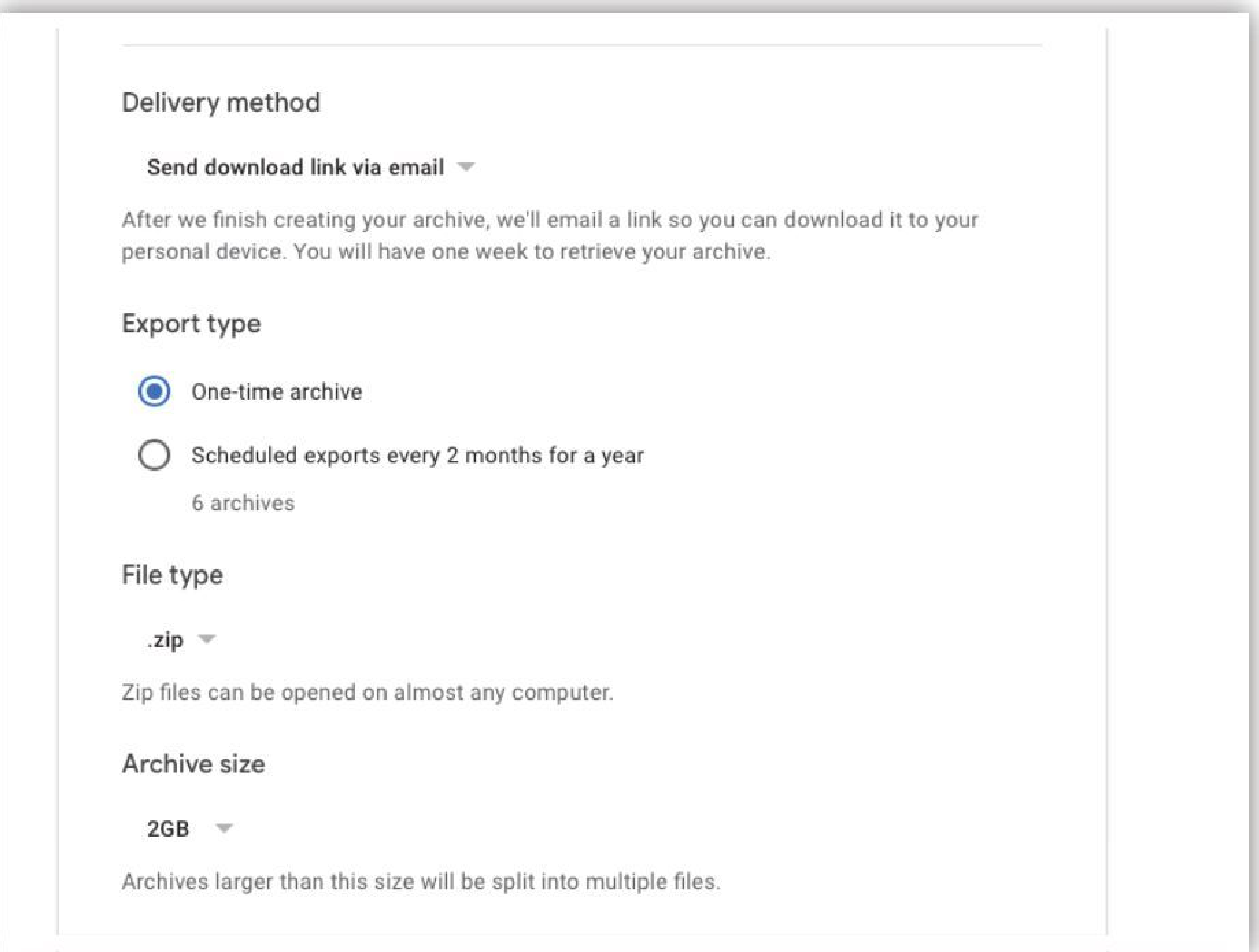
Deselect all

Arts & Culture ☑
Favorites and galleries you've created on Google Arts & Culture.

Multiple formats

Step 14

Although better suited to a long term user, even as a new user it is advisable to keep an updated archive of your Google data and files should the worst happen to your hardware.



Delivery method

Send download link via email

After we finish creating your archive, we'll email a link so you can download it to your personal device. You will have one week to retrieve your archive.

Export type

● One-time archive

○ Scheduled exports every 2 months for a year
6 archives

File type

.zip

Zip files can be opened on almost any computer.

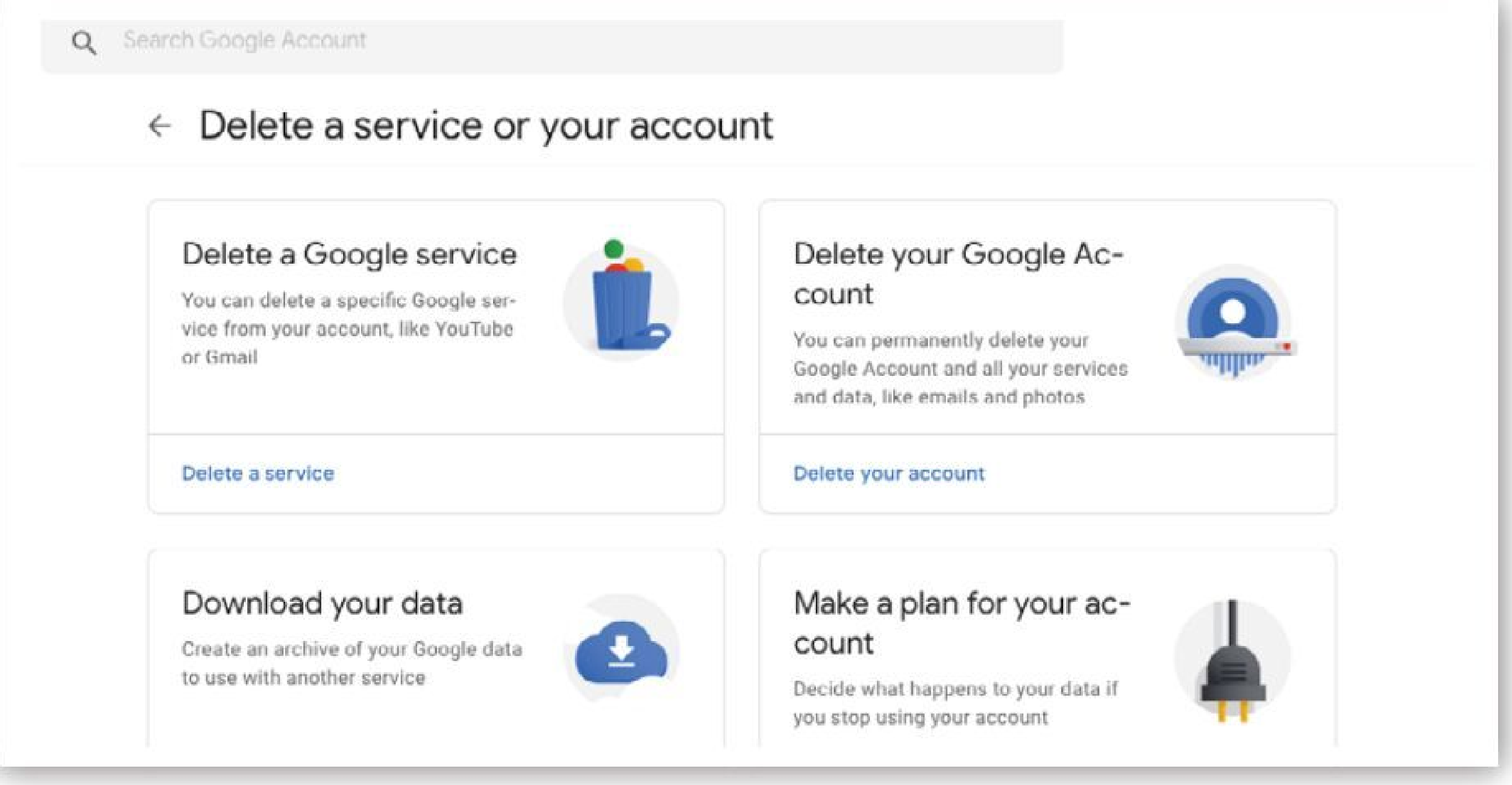
Archive size

2GB

Archives larger than this size will be split into multiple files.

Step 15

Finally, we have the Delete a service or your account option. Here you can customise everything from how you use your Google account to ultimately deleting your Google account entirely.



Search Google Account

← Delete a service or your account

Delete a Google service
You can delete a specific Google service from your account, like YouTube or Gmail
Delete a service

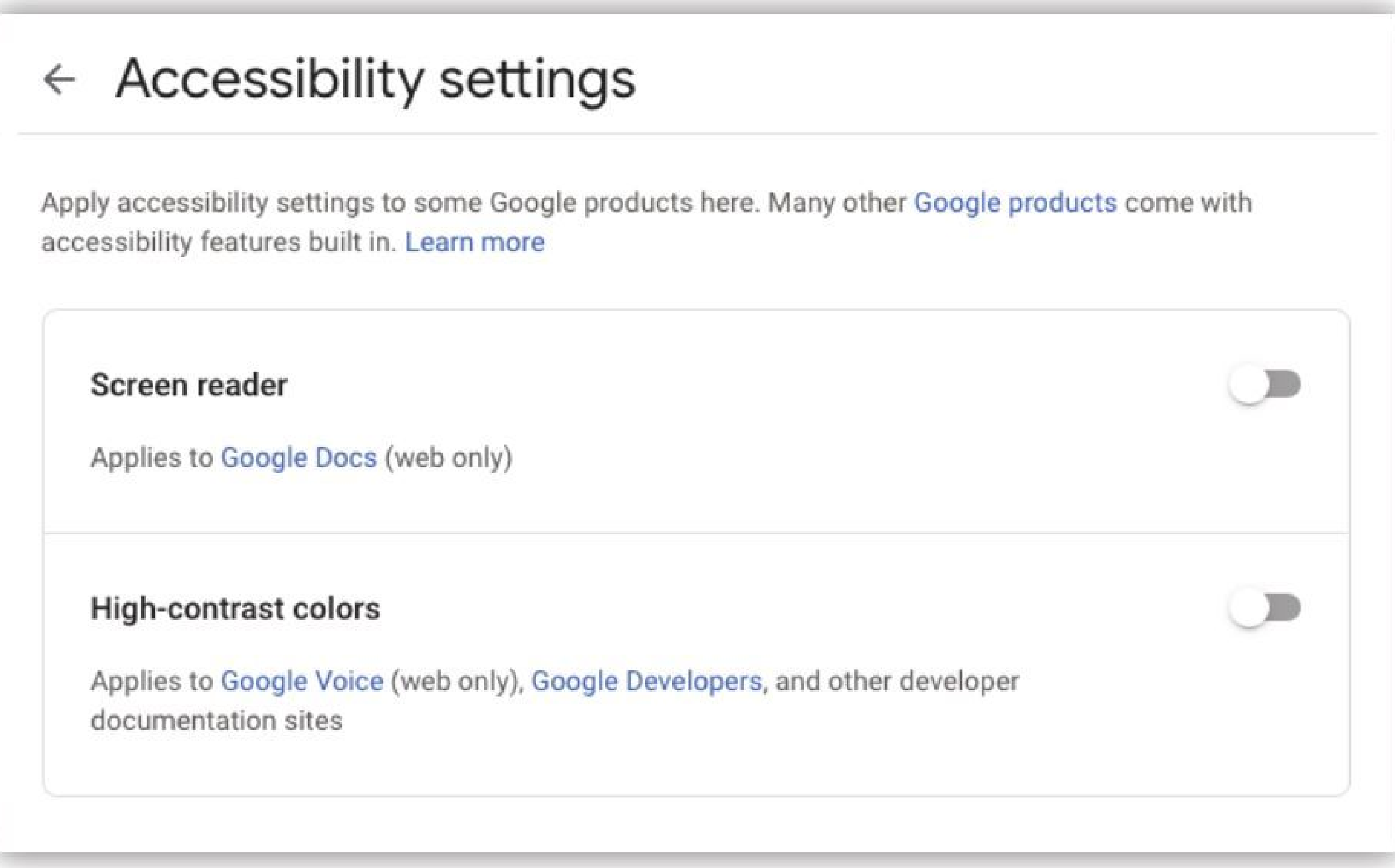
Delete your Google Account
You can permanently delete your Google Account and all your services and data, like emails and photos
Delete your account

Download your data
Create an archive of your Google data to use with another service

Make a plan for your account
Decide what happens to your data if you stop using your account

Step 16

› You can change the language of your account using the Language & Input Tools and change the way Google is displayed via the Accessibility tools, from increased contrast to a text reading.


Accessibility settings

Apply accessibility settings to some Google products here. Many other Google products come with accessibility features built in. Learn more

Screen reader

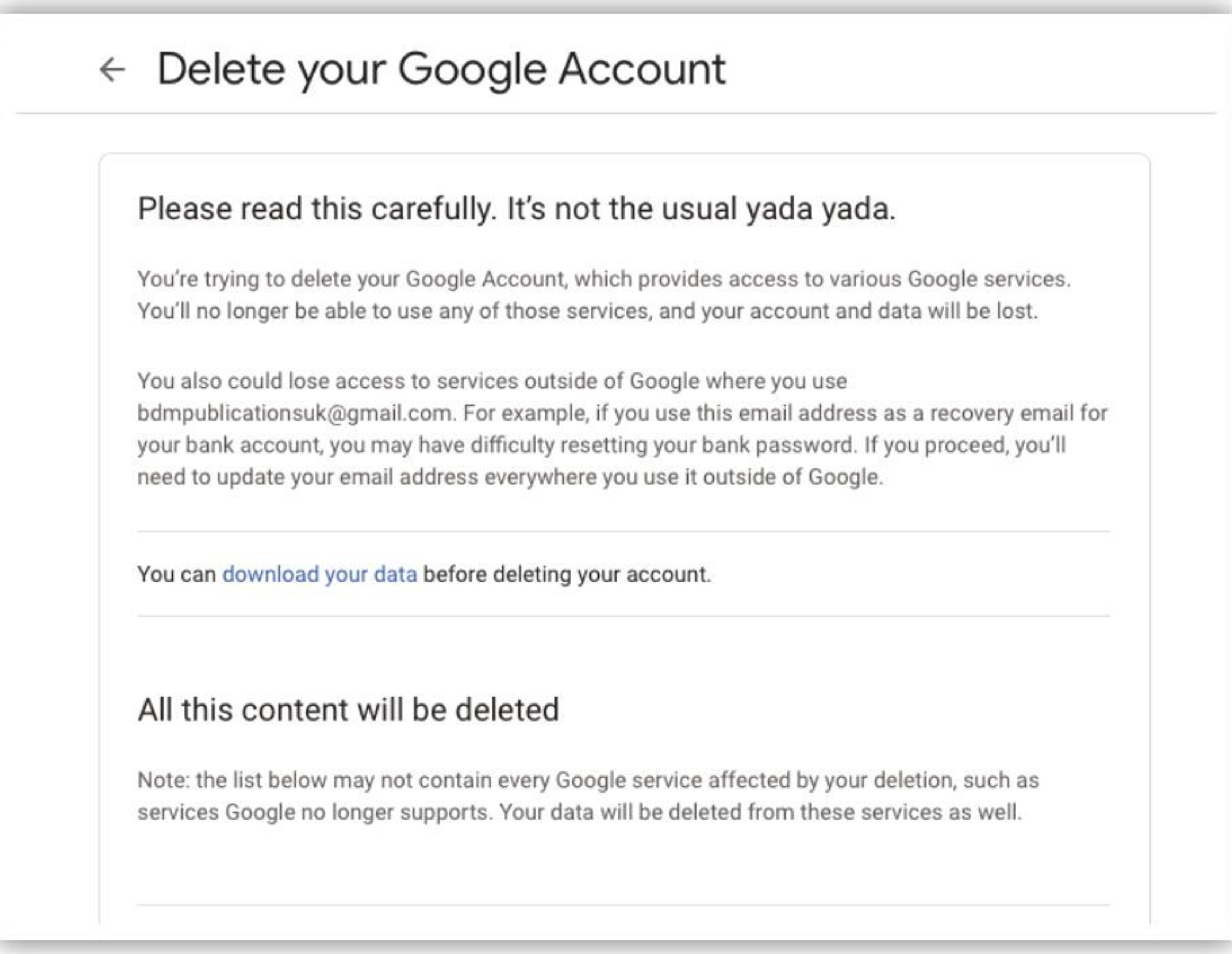
Applies to Google Docs (web only)

High-contrast colors

Applies to Google Voice (web only), Google Developers, and other developer documentation sites

Step 17

› If you wish to give up on Google, we would advise you not to, you can delete your apps and account itself by ticking the two Yes boxes at the bottom of this page.


Delete your Google Account

Please read this carefully. It's not the usual yada yada.

You're trying to delete your Google Account, which provides access to various Google services. You'll no longer be able to use any of those services, and your account and data will be lost.

You also could lose access to services outside of Google where you use bdmpublicationsuk@gmail.com. For example, if you use this email address as a recovery email for your bank account, you may have difficulty resetting your bank password. If you proceed, you'll need to update your email address everywhere you use it outside of Google.

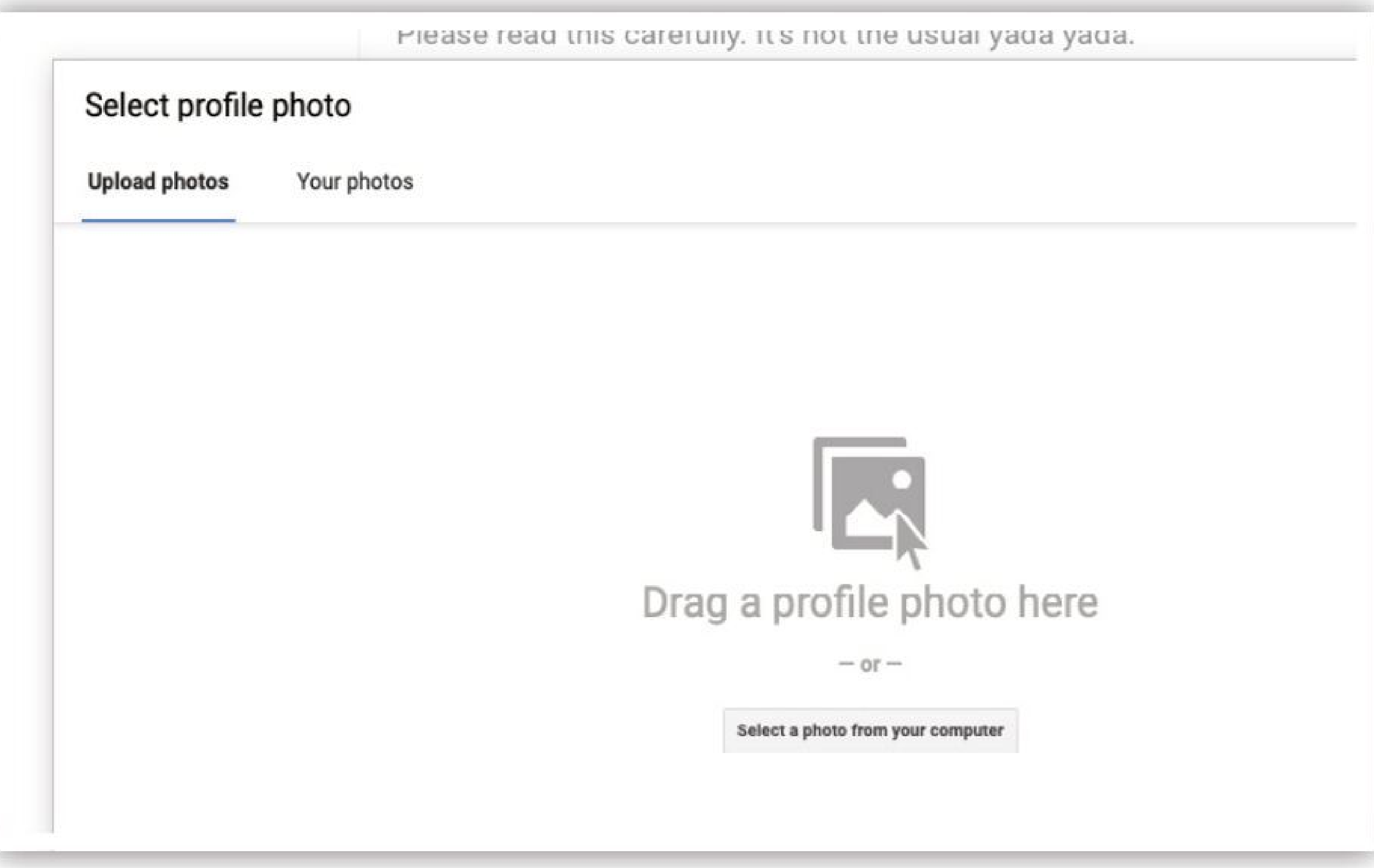
You can download your data before deleting your account.

All this content will be deleted

Note: the list below may not contain every Google service affected by your deletion, such as services Google no longer supports. Your data will be deleted from these services as well.

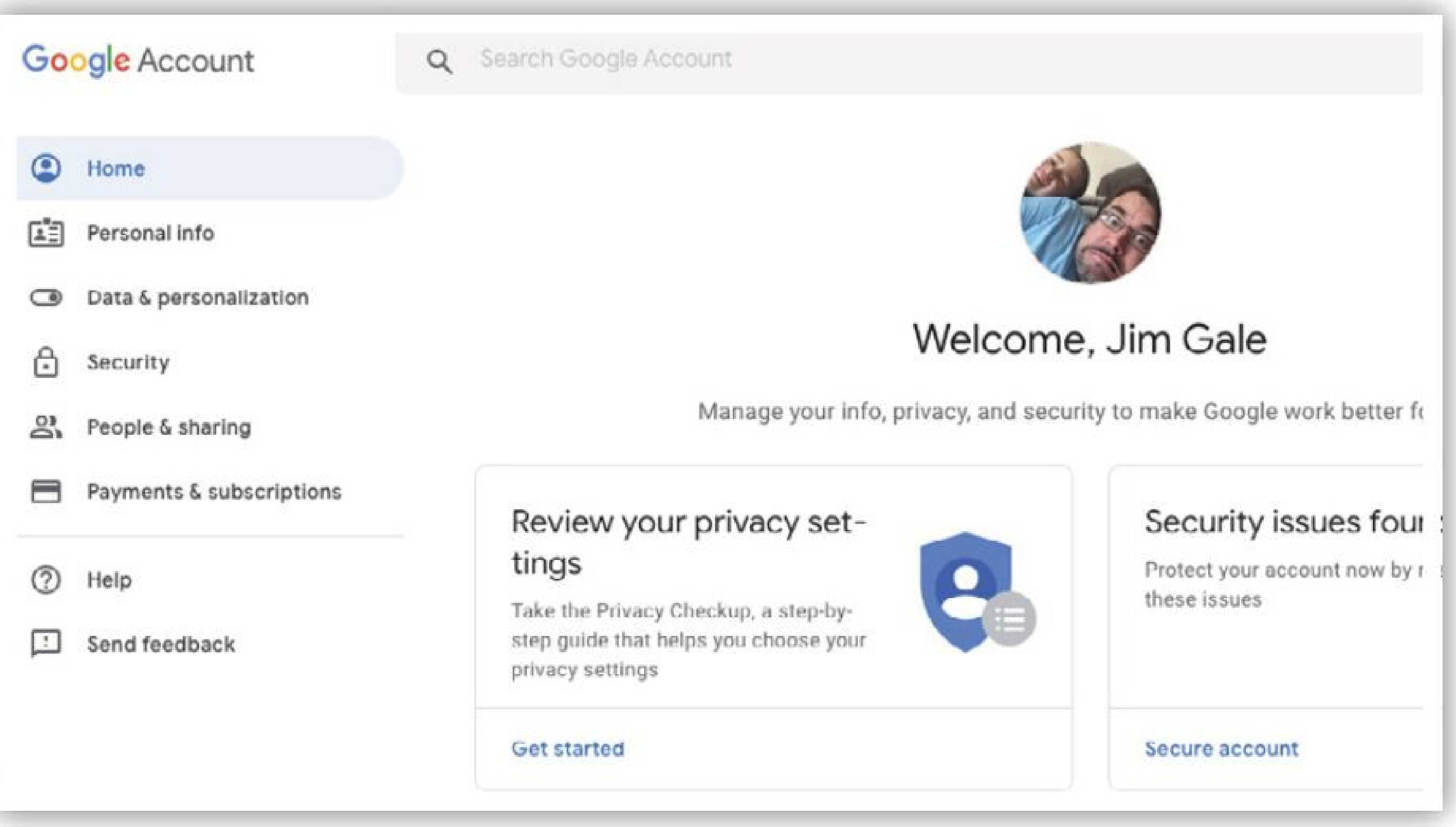
Step 18

› Finally, return to the main Google accounts page. By tapping the icon, top right, you can add a profile picture if you wish. Having a profile picture of yourself will help friends and family find you on their own Google apps.


Select profile photo
Upload photos
Your photos
Drag a profile photo here
– or –
Select a photo from your computer

Step 19

› Having set up your Google account, you can return to check/change any settings via the account home page located at: myaccount.google.com.


Google Account
Search Google Account
Home
Personal info
Data & personalization
Security
People & sharing
Payments & subscriptions
Help
Send feedback
Welcome, Jim Gale
Get started
Secure account

Manage your info, privacy, and security to make Google work better f

Review your privacy settings

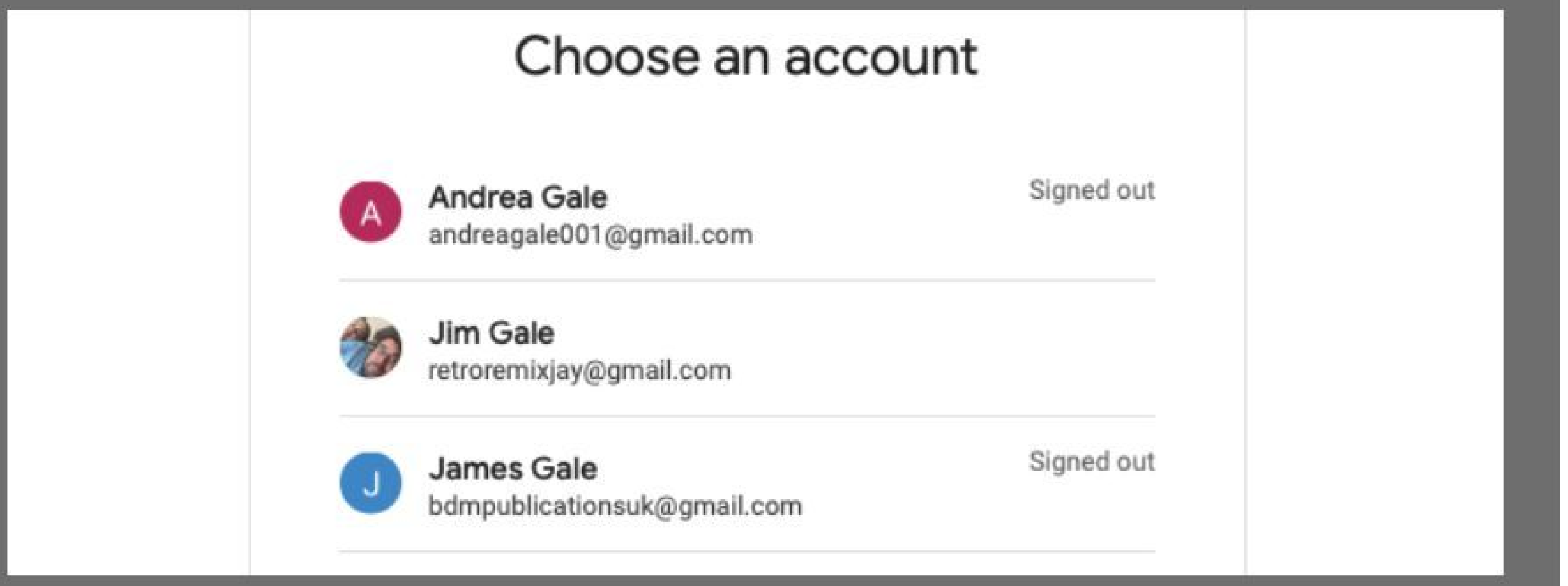
Take the Privacy Checkup, a step-by-step guide that helps you choose your privacy settings

Security issues four

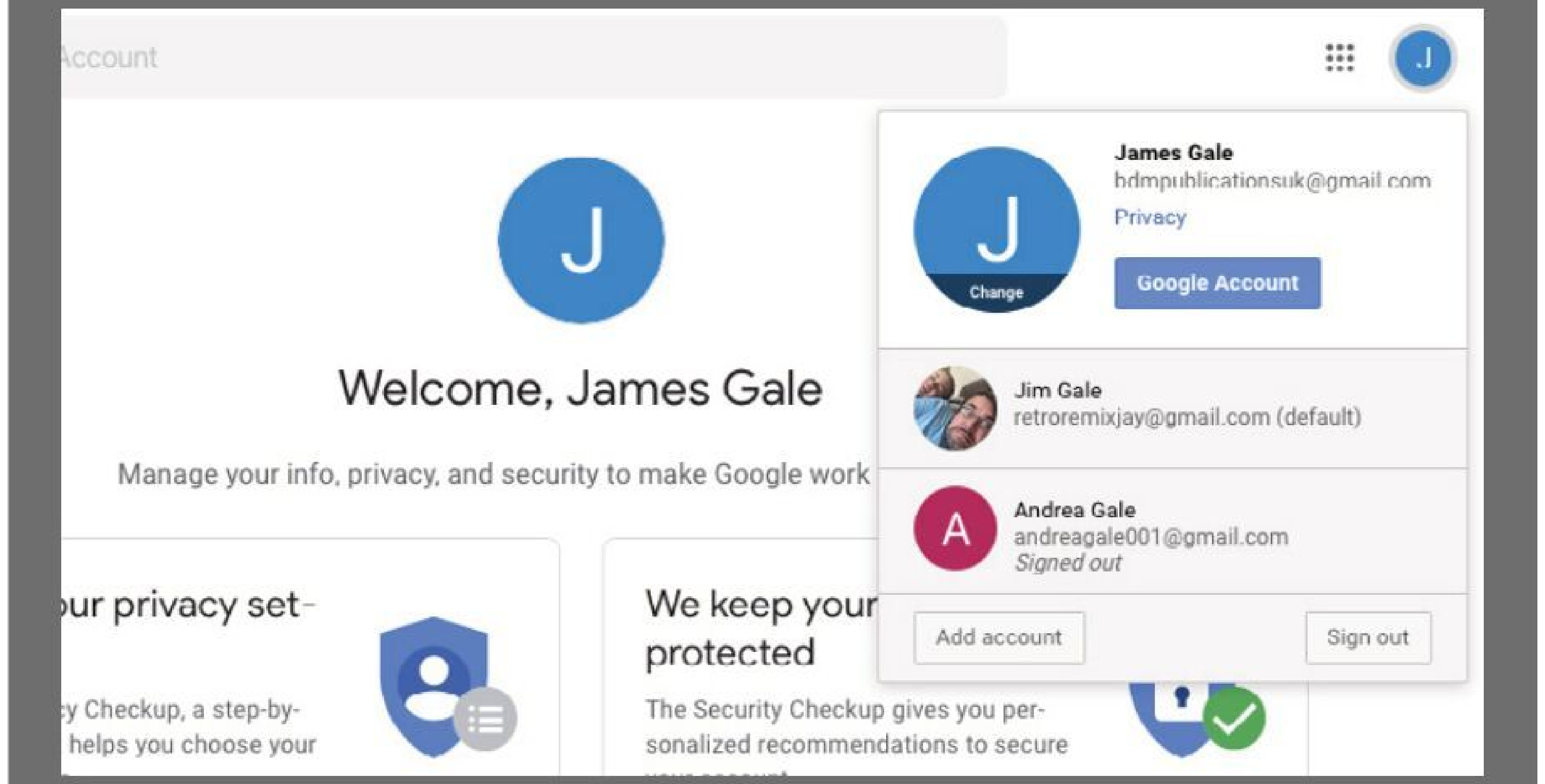
Protect your account now by r these issues

Multiple Google Accounts

It is possible to have more than one Google account and then sync those accounts on your Android phone or tablet.


Choose an account
Andrea Gale
andreagale001@gmail.com
Signed out
Jim Gale
retroremixjay@gmail.com
James Gale
bdmpublicationsuk@gmail.com
Signed out

Adding and syncing a second account will not merge those two accounts anywhere but on your phone (and even here, only in certain apps). Nothing is ever synced between your Google accounts, allowing you to keep things nicely separate for personal and work accounts, for example.


Account
Welcome, James Gale
James Gale
bdmpublicationsuk@gmail.com
Privacy
Change
Google Account
Jim Gale
retroremixjay@gmail.com (default)
Andrea Gale
andreagale001@gmail.com
Signed out
Add account
Sign out

Manage your info, privacy, and security to make Google work

ur privacy set-

y Checkup, a step-by- helps you choose your

We keep your protected

The Security Checkup gives you personalized recommendations to secure

To add another account via your phone or tablet, go to Settings > Accounts and then tap the Add Account button. This screen shows all accounts associated with the device. Choose what sort of account you wish to add from the options on the screen; as you can see, it is not just multiple Google accounts that you can add.

Improving Your Google Security

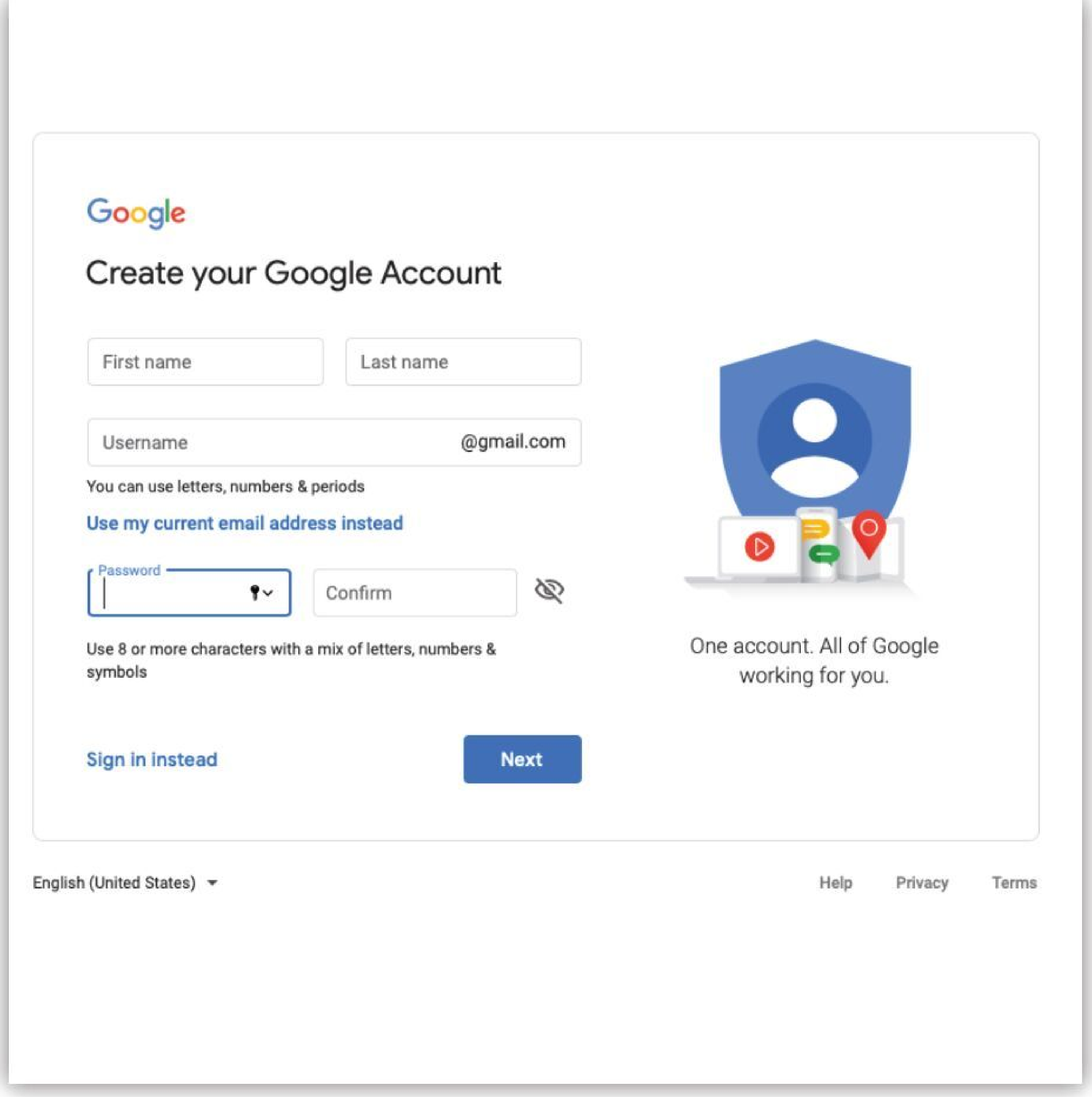
Keeping yourself and your family safe whilst using your Google apps is just as important as it is when you are sharing your details and your files online. That said it doesn't need to be difficult. While using the Internet and social networks can have its problems, you can reduce them to a minimal level by following a few simple pieces of advice.

Online Passwords

If you are anything like us, the number of passwords that you need to remember grows on an almost daily basis and because of this, it can be tempting to use the same or similar passwords for several different websites. This is a bad idea, particularly if your chosen password is something easy to guess such as your name or date of birth. Here are a few tips to consider when creating passwords.

Keep them Unique

Having a unique password for each website you are required to log in to is a very good idea, particularly for things like email and online banking. Although security on a banking website is likely to be very good, if you use the same password on a website with less stringent security, you risk it being compromised on one and used to gain access to the other. It is not unusual for criminals to harvest passwords from a weak website and then randomly try them on more secure sites.



Create your Google Account

You can use letters, numbers & periods

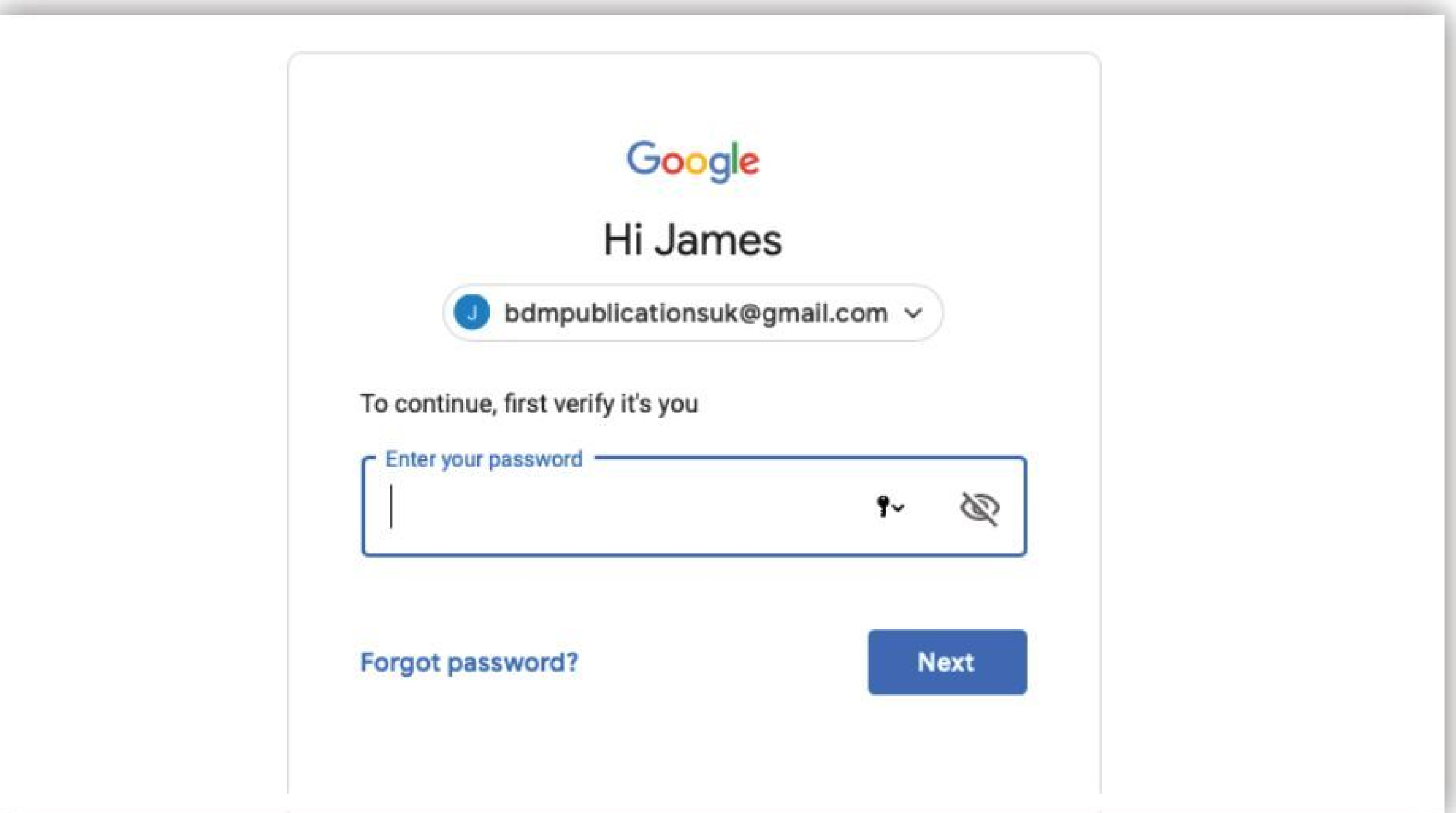
Use 8 or more characters with a mix of letters, numbers & symbols

One account. All of Google working for you.

Google
First name
Last name
Username
@gmail.com
Use my current email address instead
Password
Confirm
Sign in instead
Next
English (United States)
Help
Privacy
Terms

Keep them Random

Try to avoid using anything that is easy to guess, including personal information like your name, date of birth or address. These things are all very easy to discover and often the first things someone will try to get into your accounts. Also avoid, if possible, using real words or sequential strings of numbers, e.g. 123456789.



Hi James

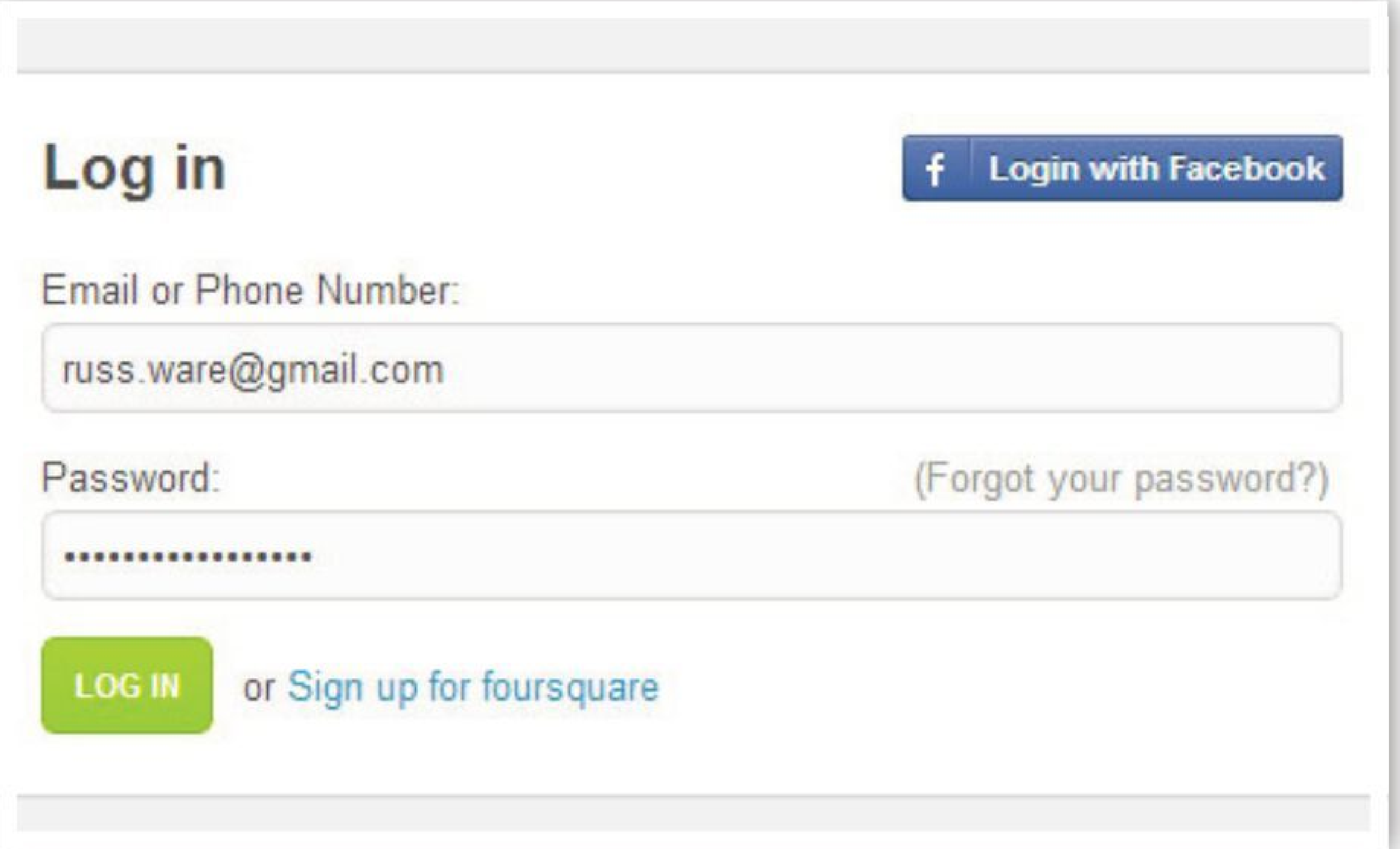
bdmpublicationsuk@gmail.com

To continue, first verify it's you

Google
Enter your password
Forgot password?
Next

The Longer, the Better

Short passwords are much easier to crack than long ones, so be sure to avoid anything less than eight characters and, if possible, go for something ten characters long at least. There are 4000 times more possible combinations of ten letters and numbers, than there are for eight letters and numbers. Most good websites require at least eight character passwords nowadays.



Email or Phone Number: russ.ware@gmail.com

Password: ••••••••••••••••••

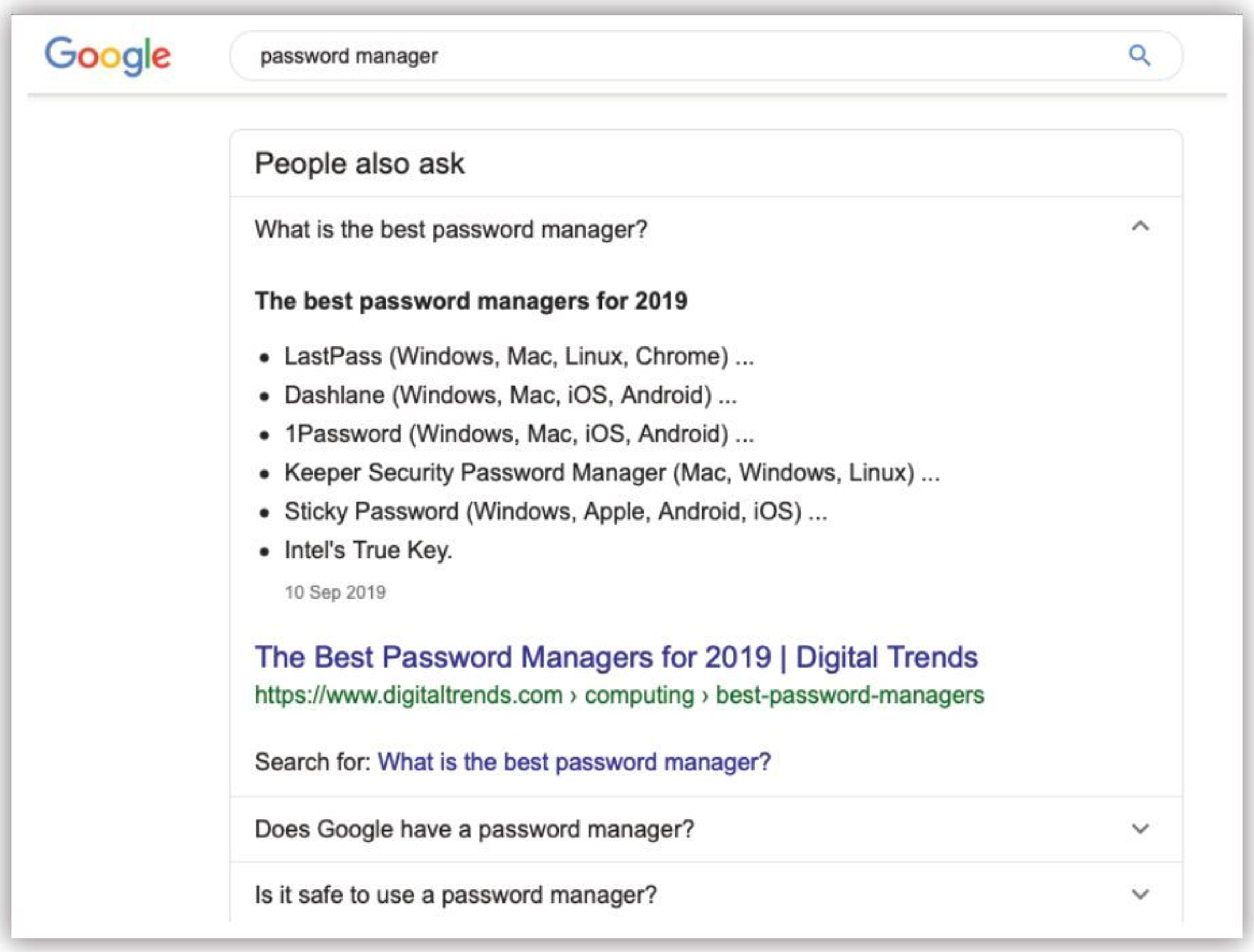
Log in
Login with Facebook
(Forgot your password?)
LOG IN
or Sign up for foursquare

Mix it Up

》Once you start adding in symbols and mixed case letters, along with numbers, into your passwords, the possible variations rise to over six quadrillion (for an eight character password). The password A1z7yDbP is many thousands of times more secure than a1z7ydbp.

Use a Password Manager

》For most people, keeping a written list of their passwords is perfectly okay as long as you make sure that it is not left in plain sight on your desk, etc. Even keeping a text document on your computer with your passwords listed is not usually a risk. Just don't call the file 'Passwords' and leave in on the desktop. A much safer way, however, is to use a good Password Manager. These simple bits of software let you store your passwords in a locked file on your computer. Just as long as you have a very good password to get into the manager, your other passwords will be safe. You then only need to remember one password, instead of 10 or 20.



People also ask

What is the best password manager?

The best password managers for 2019

- LastPass (Windows, Mac, Linux, Chrome) ...
- Dashlane (Windows, Mac, iOS, Android) ...
- 1Password (Windows, Mac, iOS, Android) ...
- Keeper Security Password Manager (Mac, Windows, Linux) ...
- Sticky Password (Windows, Apple, Android, iOS) ...
- Intel's True Key.

10 Sep 2019

The Best Password Managers for 2019 | Digital Trends
https://www.digitaltrends.com › computing › best-password-managers

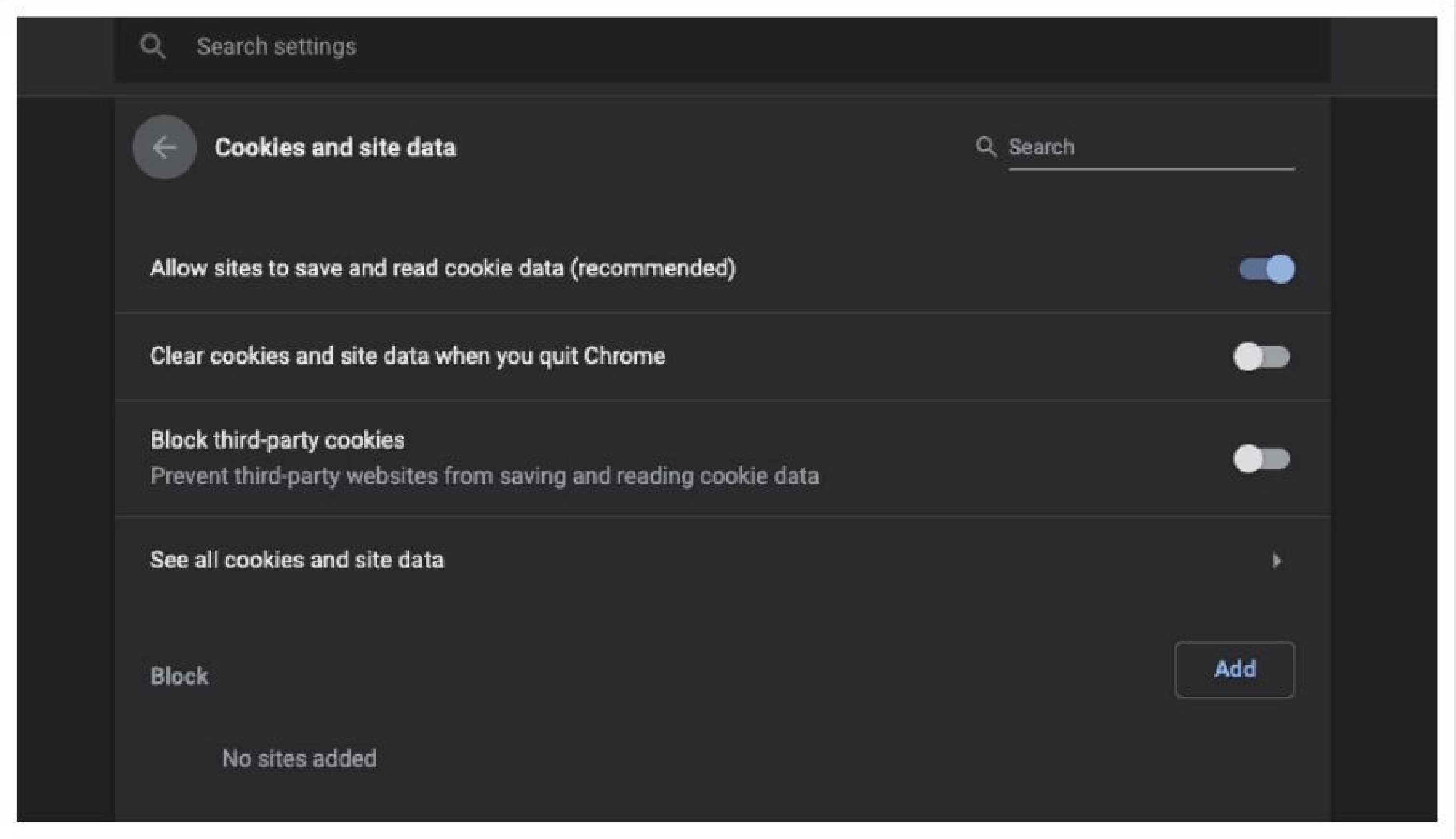
Search for: What is the best password manager?

Does Google have a password manager?

Is it safe to use a password manager?

Enable/Disable Cookies in Chrome

》To disable cookies in Chrome web browser, click the Three dots icon or Menu button in the top right corner of the browser window. Select Settings, scroll to the bottom and click Advanced settings. Now click Site settings, in the Privacy section, and then Cookies.



Allow sites to save and read cookie data (recommended)

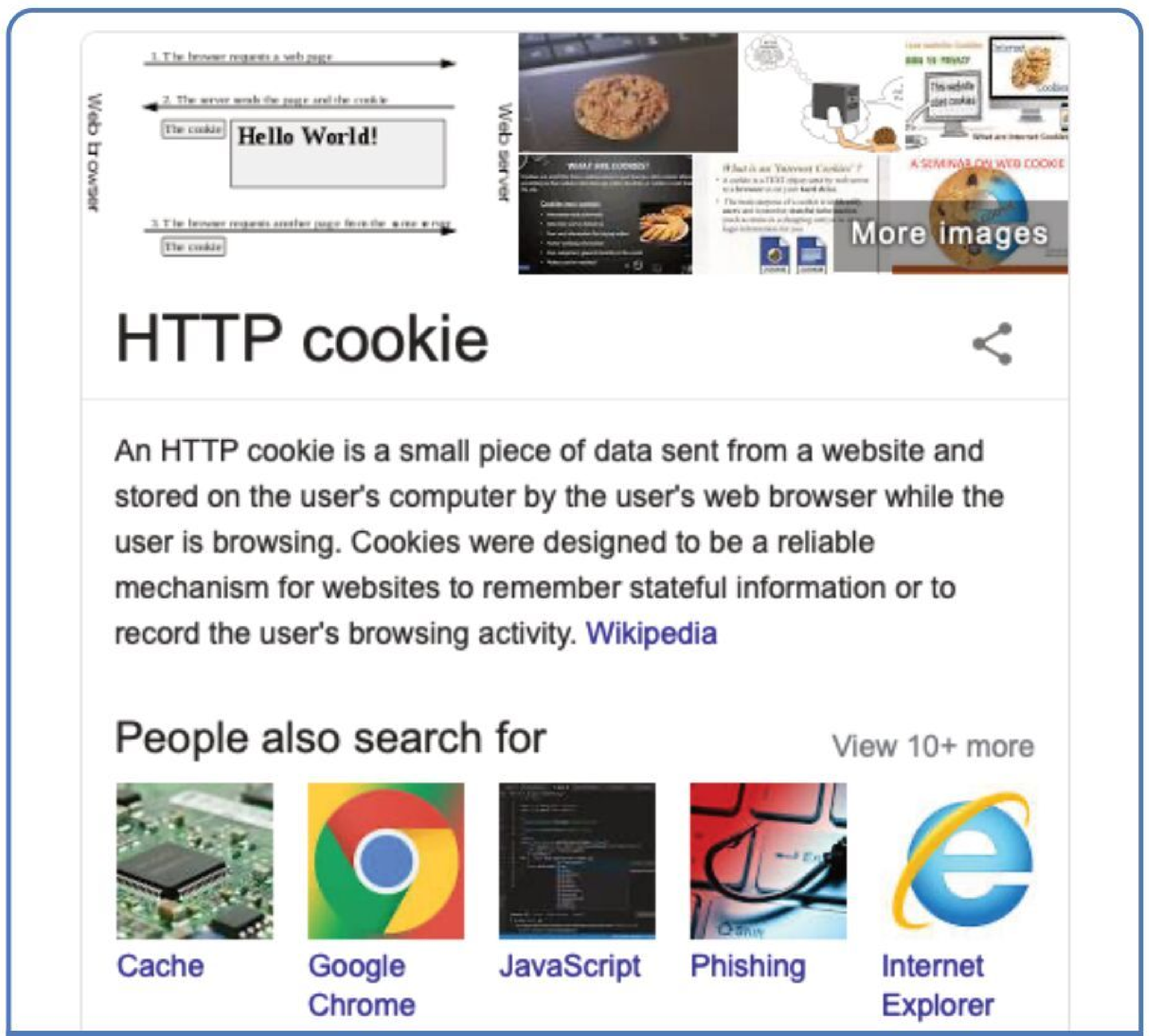
Clear cookies and site data when you quit Chrome

Block third-party cookies
Prevent third-party websites from saving and reading cookie data

See all cookies and site data

Block

No sites added



HTTP cookie

An HTTP cookie is a small piece of data sent from a website and stored on the user's computer by the user's web browser while the user is browsing. Cookies were designed to be a reliable mechanism for websites to remember stateful information or to record the user's browsing activity. Wikipedia

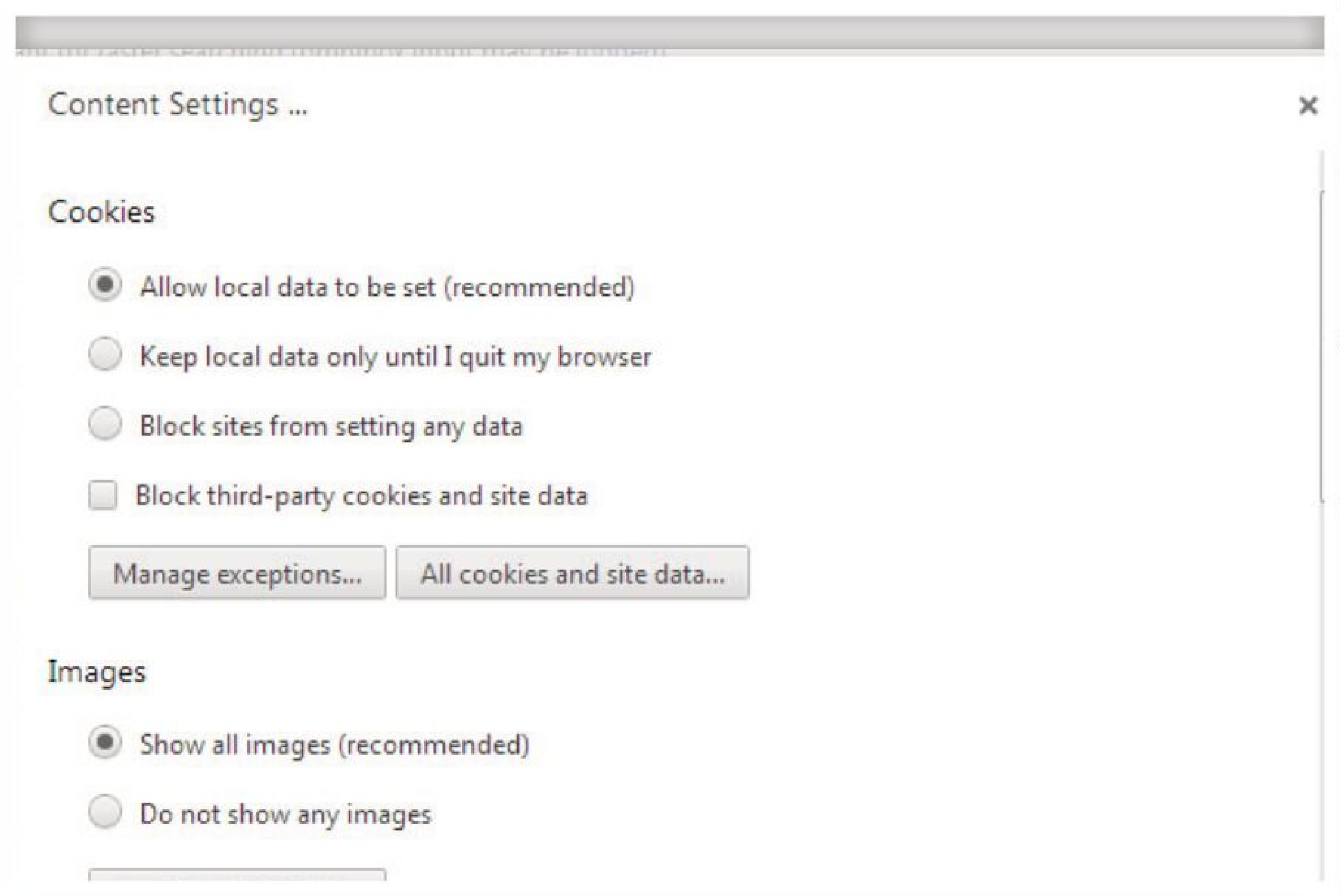
People also search for

What are Cookies?

Cookies (or HTML Cookies) are small files used by websites to recognise individual users (or rather, recognise their computer). When you visit a website, a cookie is stored in a temporary folder on your computer. When you next visit that site, the cookie will be checked for. Different sites use cookies to store different information but a good example is information in a form being automatically filled when visiting a site you have used recently to order something.

Almost all modern browsers, including Internet Explorer, Chrome and Safari, allow you to block cookies from being downloaded. However, it is worth remembering that many websites now need cookies to work properly, and so blocking them could mean your browsing experience is a frustrating one. Cookies are nothing to be afraid of, they are simply used to make the Internet work better.

》Select Allow local data to be set to allow both first-party and third-party cookies. If you only want to accept first-party cookies, check the box next to "Block all third-party cookies without exception."



Cookies

● Allow local data to be set (recommended)

○ Keep local data only until I quit my browser

○ Block sites from setting any data

☐ Block third-party cookies and site data

Images

● Show all images (recommended)

○ Do not show any images

Cyber Bullying

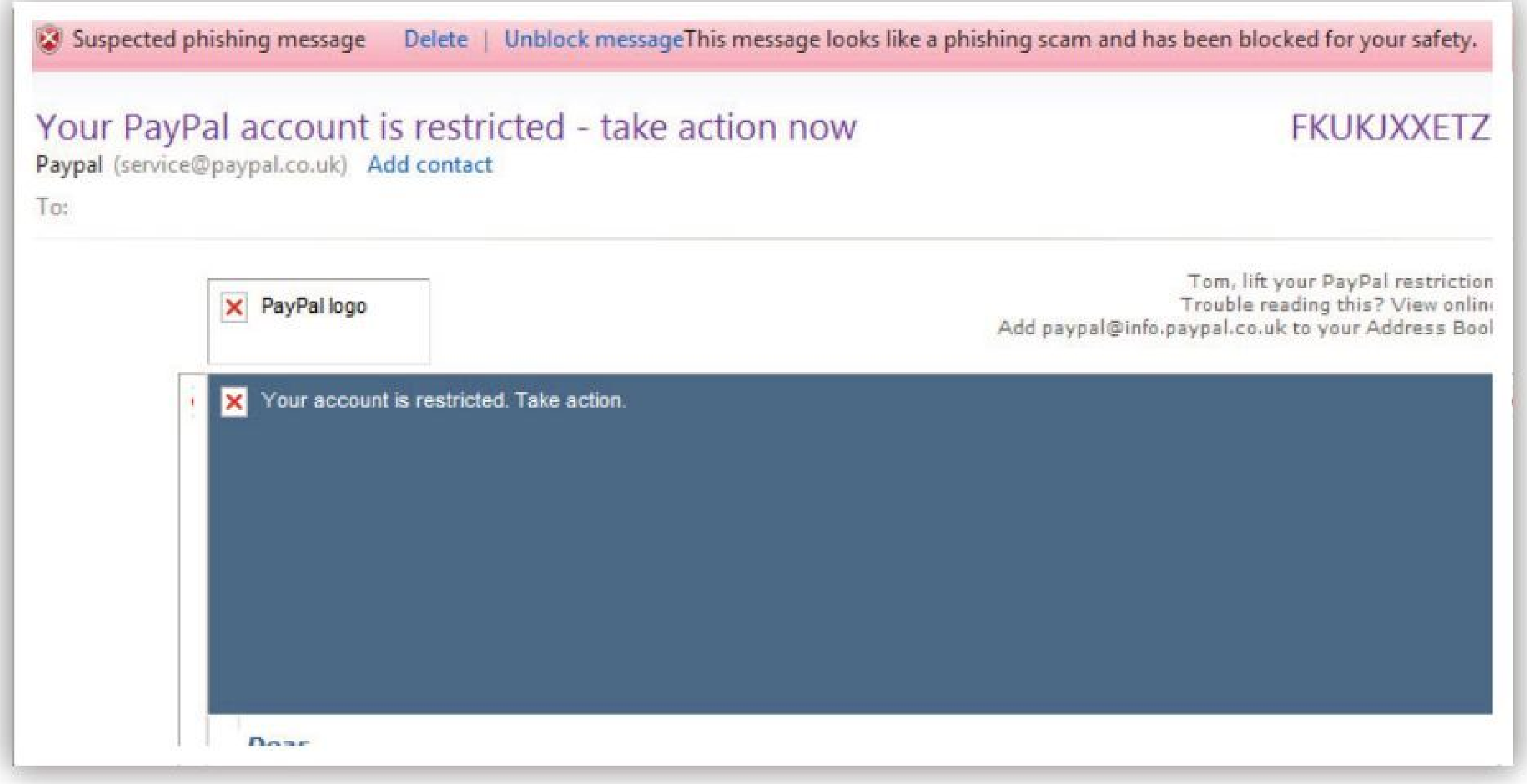
Sadly, bullying isn't confined to the playground or classroom any more. Cyber bullying is when a child, or even an adult, is bullied via text message, email, social networks or other online means.

The best way to deal with a cyber bully on a social network is to simply block that person, or not accept the friend request of someone who bullies you in real life. Although it may be tempting to reply to rude or abusive comments, etc. it is usually better to just ignore the person. In some cases, bullies have created fake accounts on social networks, pretending to be their victim. If you discover someone has created an account pretending to be you, report it immediately to the network's administrators. There is usually a Report button on the user profile page.

What is Phishing?

Phishing is the process of trying to find private information such as PIN numbers, passwords and usernames by trickery. Sometimes spammers create fake websites that look like the Facebook login page. When you enter your email and password on one of these pages, the spammer records your information and keeps it.

When someone has been phished, their account will often start automatically sending messages or links to a large number of their friends. These messages or links are often advertisements telling friends to check out videos or products. If you think your friend's account was phished, tell them to change their password and run anti-virus software on their computer.



Suspected phishing message Delete | Unblock messageThis message looks like a phishing scam and has been blocked for your safety.

Your PayPal account is restricted - take action now FKUKJXXETZ

Paypal (service@paypal.co.uk) Add contact

To:

PayPal logo

Tom, lift your PayPal restriction
Trouble reading this? View onlin
Add paypal@info.paypal.co.uk to your Address Boo

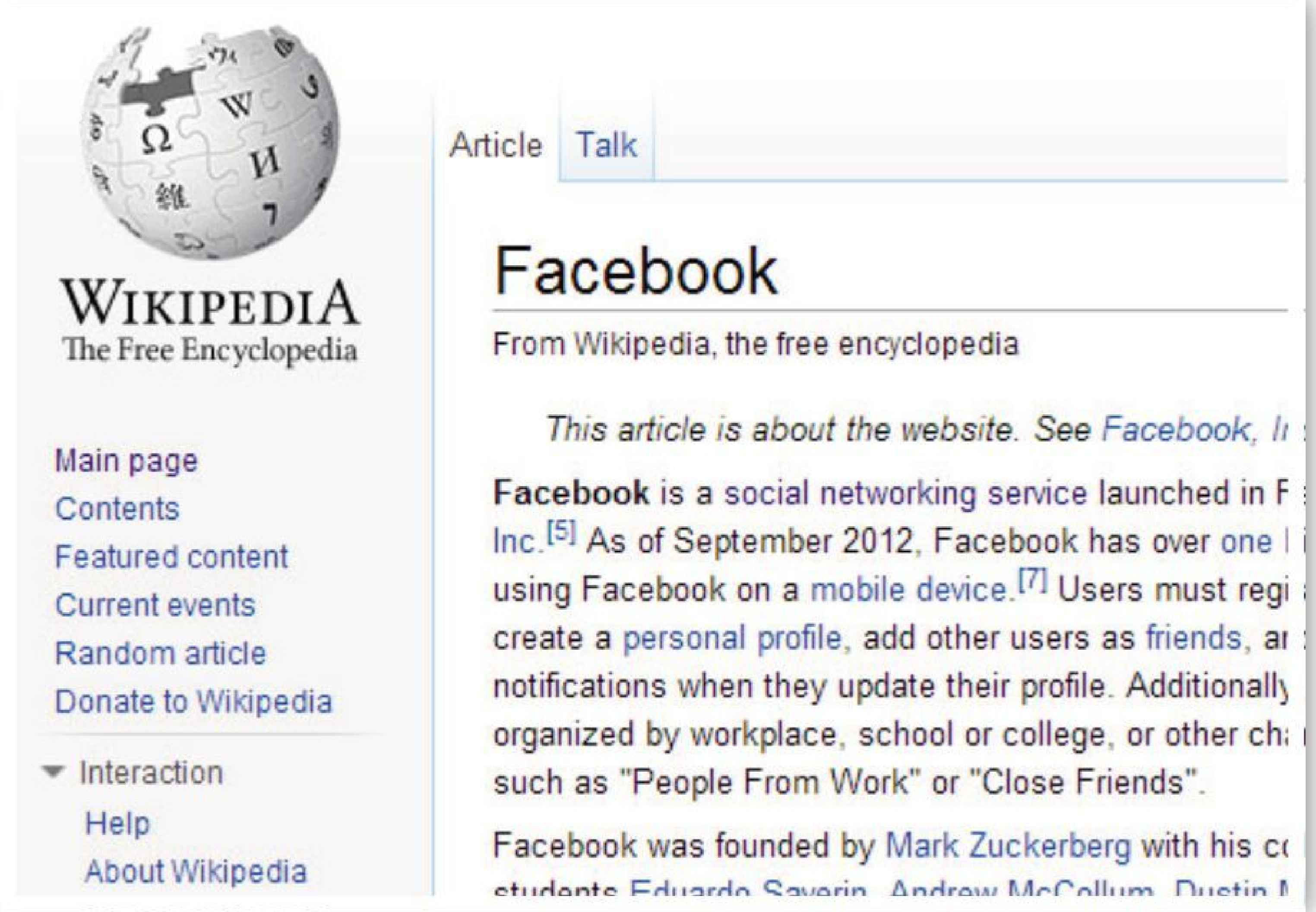
Your account is restricted. Take action.

Social Networks – Advice for Parents

Being parents ourselves, we understand the pressure that many people feel to let their children use the Internet and social networks in particular. Many social networking sites, including Facebook, don't allow children under 13 years of age to have accounts. Unfortunately there is little they can do to stop a child below that age entering false details. Rather than a blanket ban on using the Internet and social networks, and potentially have your child visit them behind your back, perhaps a better way to keep your child safe online is to understand the dangers yourself and make sure your children understand them as well.

Do Some Research

› Hopefully, if you are reading this, you already want to learn more about social networking and networks. This guide is a great place to start increasing your understanding of what you can do (and therefore what your child can do) on sites such as Facebook, Twitter and Google+. Read as much as you can about the networks your children use and remember that one of the best sources of information is often the children themselves.



Facebook

From Wikipedia, the free encyclopedia

This article is about the website. See Facebook, I

Facebook is a social networking service launched in F
Inc.[5] As of September 2012, Facebook has over one
using Facebook on a mobile device.[7] Users must regi
create a personal profile, add other users as friends, a
notifications when they update their profile. Additionall
organized by workplace, school or college, or other ch
such as "People From Work" or "Close Friends".

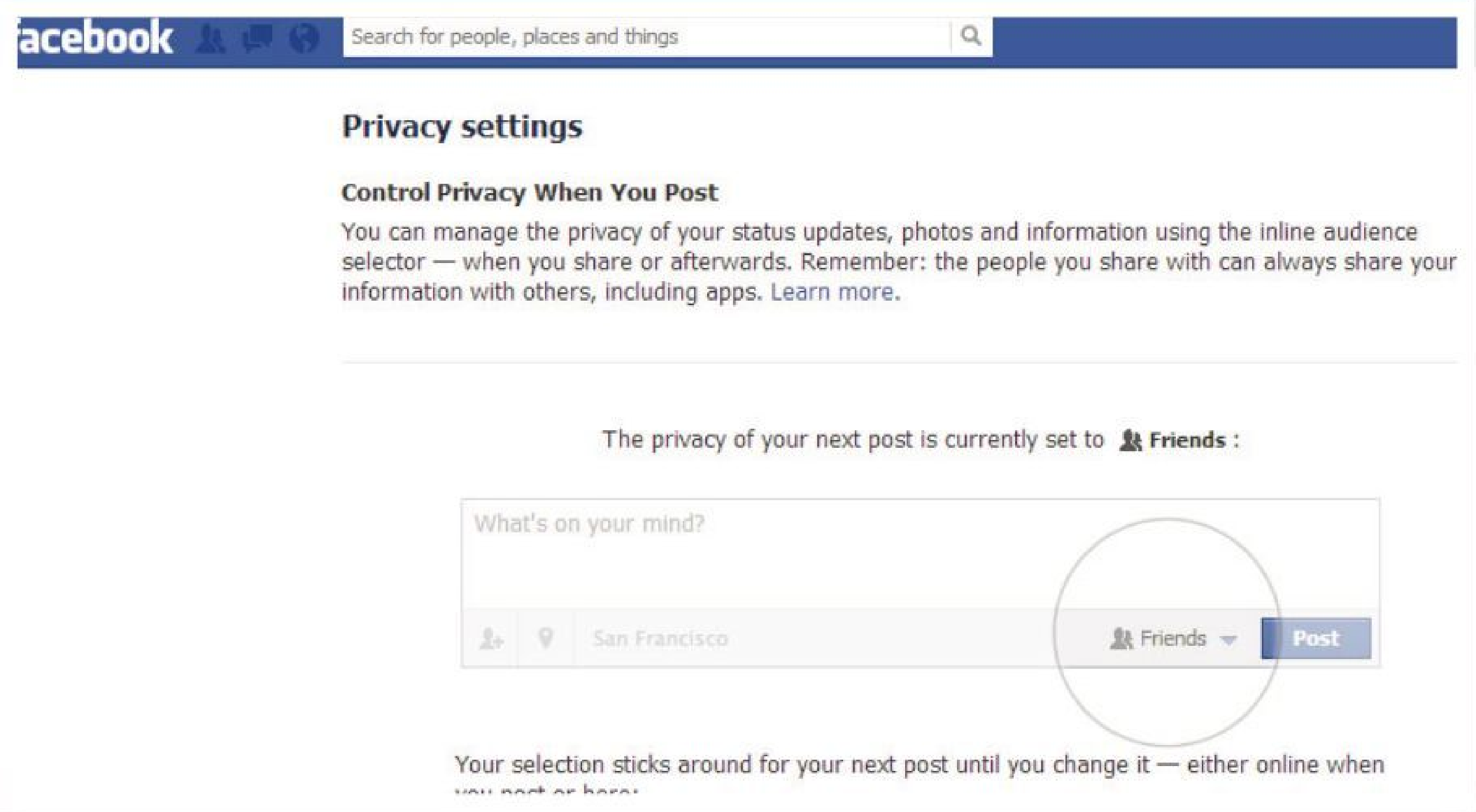
Facebook was founded by Mark Zuckerberg with his c

Get Involved

› Take the next step and create an account for yourself on the social networks your child uses. This not only helps you to understand how things work and what features could be a potential problem but it also allows you to more easily see what your child is doing on there. You will be far better informed when asking questions about the site, than if you simply read about it.

Privacy Settings

› Nearly all the well known social networking sites offer several levels of privacy settings. Ensure your child selects the strongest privacy setting available when they create their account. This will help to make sure that their personal information is only seen by people they want to share it with. Be aware, however, that some sites are totally open to the public.


acebook
Search for people, places and things

Privacy settings

Control Privacy When You Post

You can manage the privacy of your status updates, photos and information using the inline audience selector — when you share or afterwards. Remember: the people you share with can always share your information with others, including apps. Learn more.

The privacy of your next post is currently set to **Friends** :

What's on your mind?
San Francisco
Friends
Post

Your selection sticks around for your next post until you change it — either online when

Internet Safety Tips

- Make sure that your child doesn't publish personal information like their location, email address, phone number or date of birth.

- Make sure they are very careful about what images and messages they post, even among trusted friends: once they are online they can be shared widely and are extremely difficult to get removed.

facebook
Email or Phone
Password
Log In
Forgotten account?
Facebook helps you connect and share with the people in your life.
Create an account
It's free and always will be.
First name
Surname
Mobile number or email address
New password
Birthday
1
May
1994
Why do I need to provide my date of birth?
Female
Male
Sign Up
Create a Page for a celebrity, band or business.
English (UK) Polski Español Français (France) Italiano Lietuvių Română 中文(简体) Português (Brasil) Deutsch العربية +

- Encourage your child to talk to you if they come across anything they find offensive or upsetting. Keep a record of anything abusive or offensive they've received and report any trouble to the site management: most sites have a simple reporting procedure, normally activated by clicking on a link on the page.

- If your child makes an online friend and wants to meet up with them in real life, you should go along with them to check the person is who they say they are.

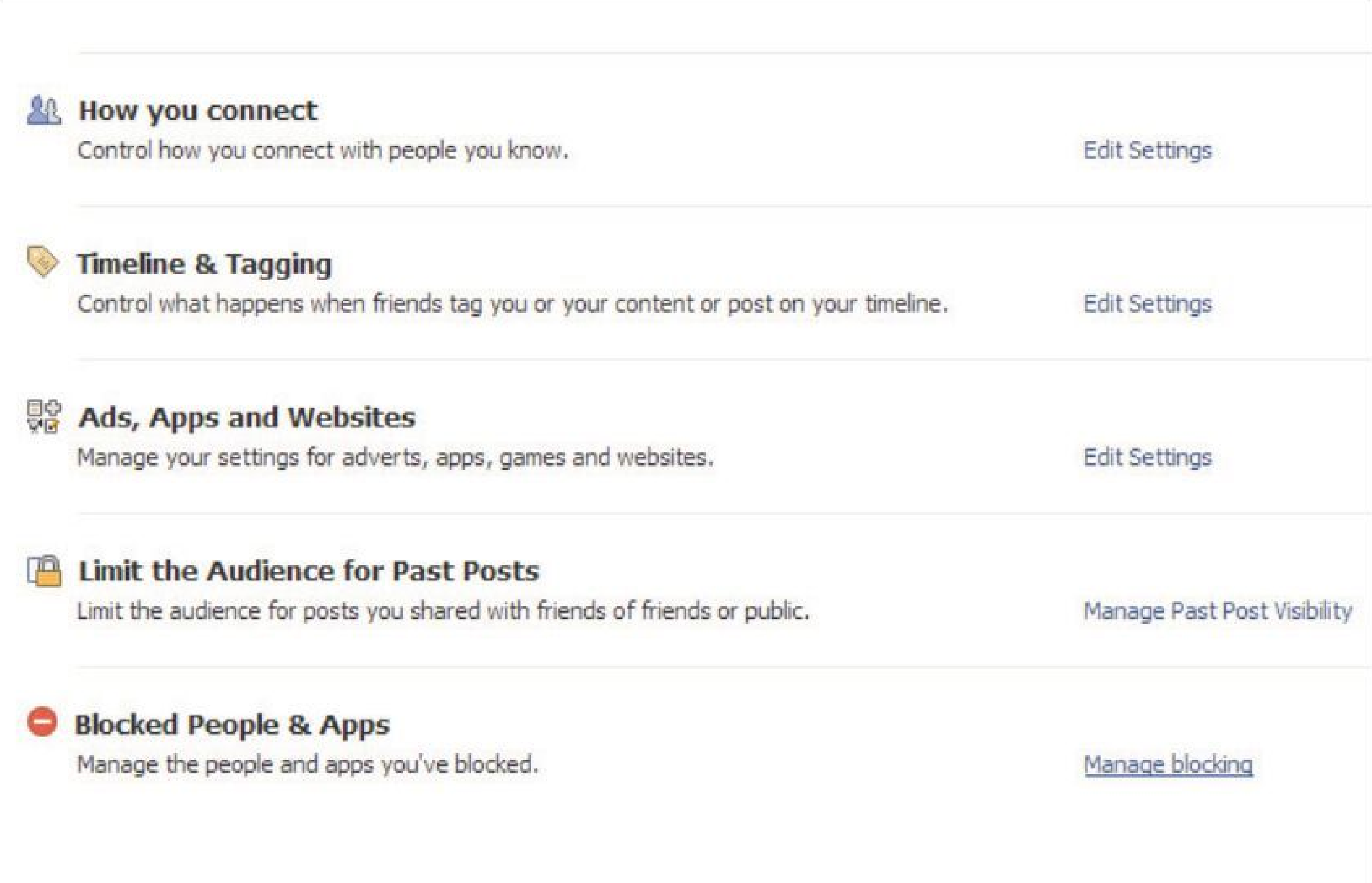
- Tell them to be aware of online scams. Offers which seem too good to be true usually are. Make them aware also that clicking links they are unsure about can be unwise.

Blocking People on Facebook

There may be a time when you want to block another Facebook user. There are several reasons why you might want to do this, from unwanted messages and rude status updates, to phishing attempts or spam.

Step 1

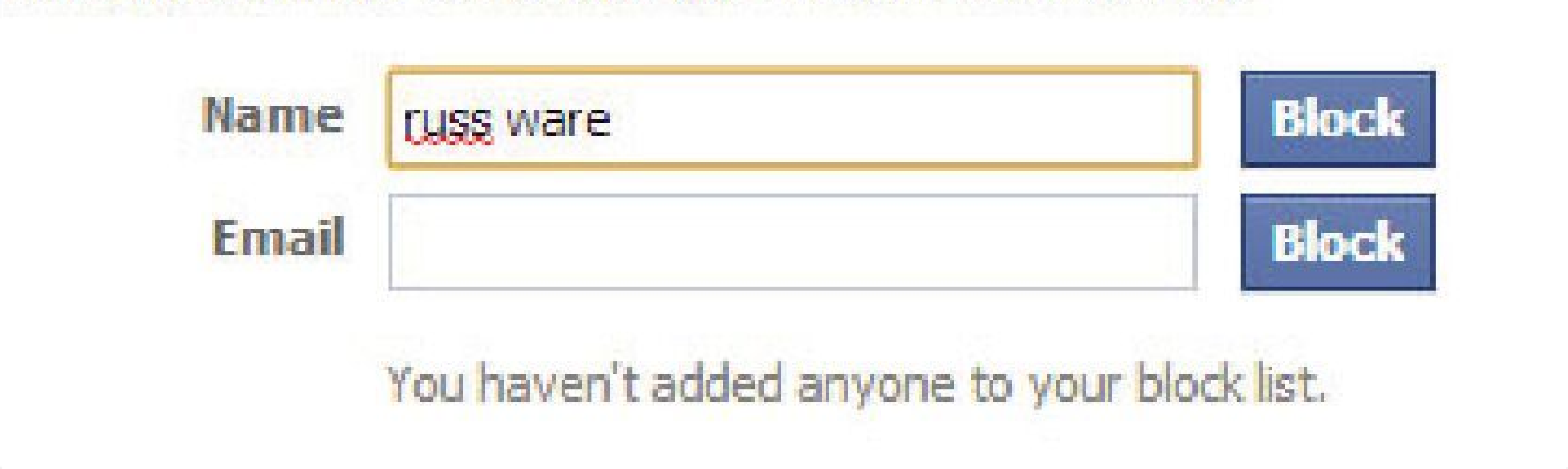
› Click on the account menu at the top of your profile and select Privacy Settings. Scroll down to Blocked People and Apps and click Manage Blocking.



How you connect	Control how you connect with people you know.	Edit Settings
Timeline & Tagging	Control what happens when friends tag you or your content or post on your timeline.	Edit Settings
Ads, Apps and Websites	Manage your settings for adverts, apps, games and websites.	Edit Settings
Limit the Audience for Past Posts	Limit the audience for posts you shared with friends of friends or public.	Manage Past Post Visibility
Blocked People & Apps	Manage the people and apps you've blocked.	Manage blocking

Step 2

› Enter the name or email address of the person you want to block and click Block. People will not be notified when you block them.



lock someone, that person can no longer be your friend on Facebook or i
ames you both use and groups you are both a member of).

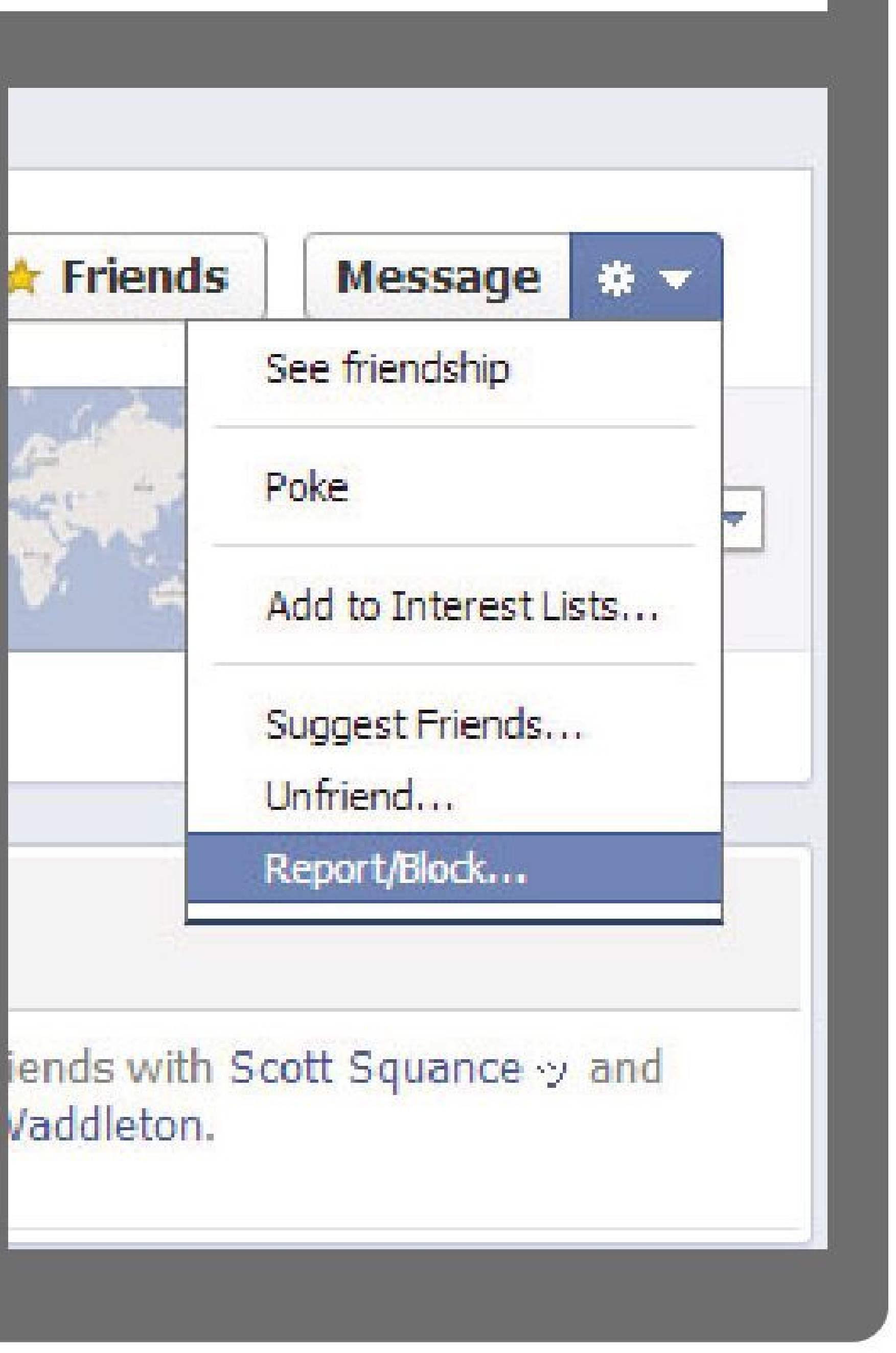
Name: russ ware

Block
Email
Block

You haven't added anyone to your block list.

Step 3

› If you can't find someone using this method, try going to the person's profile (timeline) and selecting Report/Block This Person from the drop-down menu at the top of the page.


Friends
Message
See friendship
Poke
Add to Interest Lists...
Suggest Friends...
Unfriend...
Report/Block...

iends with Scott Squance y and
Vaddleton.

18+

WHAT IS
AVAXHOME?

AVAXHOME -

the biggest Internet portal, providing you various content: brand new books, trending movies, fresh magazines, hot games, recent software, latest music releases.

Unlimited satisfaction one low price
Cheap constant access to piping hot media
Protect your downloadings from Big brother
Safer, than torrent-trackers

18 years of seamless operation and our users' satisfaction

All languages
Brand new content
One site

AVXLIVE.ICU

AvaxHome - Your End Place

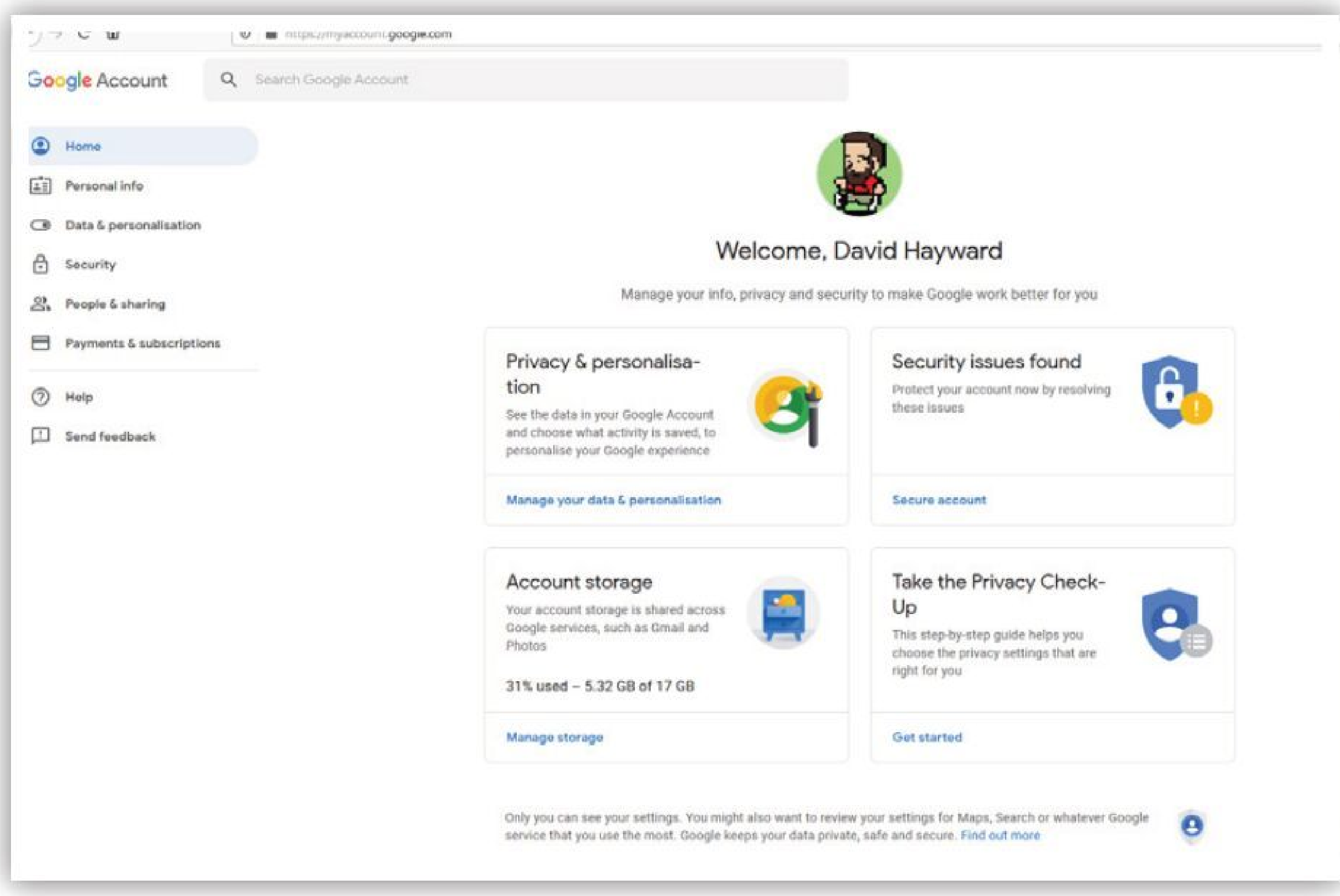
We have everything for all of your needs. Just open https://avxlive.icu

Protecting Your Privacy on Google

Online privacy is an extremely important issue when it comes to using your Google apps. Google has included a comprehensive privacy tool to help you take control of, and monitor, how the company uses your information. This guide will reinforce your privacy rules when using Google.

Step 1

❱ Start by opening your main Google Accounts page, this can be accessed by entering https://myaccount.google.com into a browser. From the main account home page, you're able to check on the current levels of privacy, your information and security.



Welcome, David Hayward

Manage your info, privacy and security to make Google work better for you

Privacy & personalisation

See the data in your Google Account and choose what activity is saved, to personalise your Google experience

Security issues found

Protect your account now by resolving these issues

Account storage

Your account storage is shared across Google services, such as Gmail and Photos

31% used – 5.32 GB of 17 GB

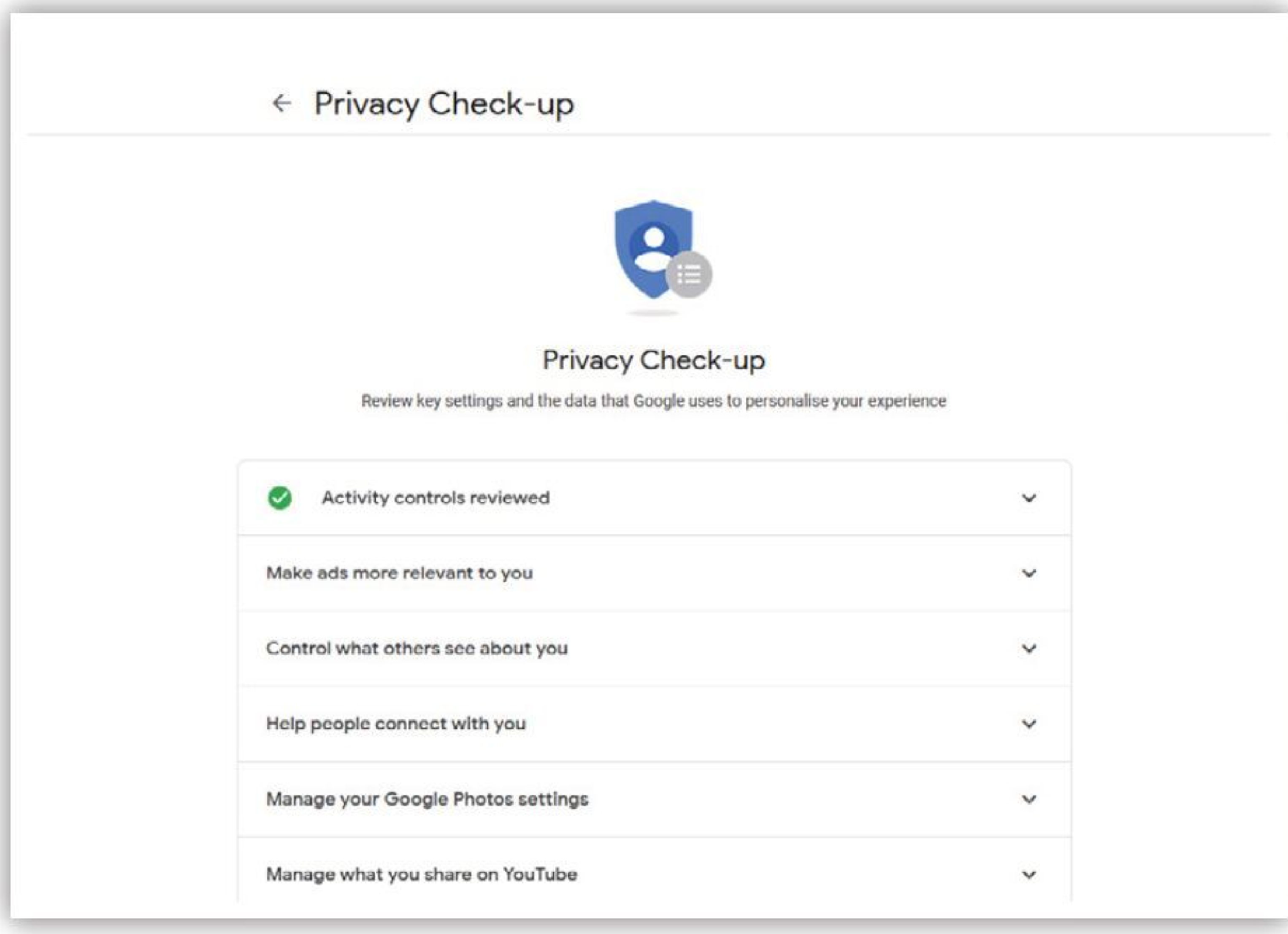
Take the Privacy Check-Up

This step-by-step guide helps you choose the privacy settings that are right for you

Only you can see your settings. You might also want to review your settings for Maps, Search or whatever Google service that you use the most. Google keeps your data private, safe and secure. Find out more

Step 2

❱ The Take the Privacy Check-Up box, located in the lower right of the four available boxes, is a good place to start. Simply click on the Get Started link, at the bottom of the box, to initiate a step-by-step guide on helping you choose the right privacy settings.



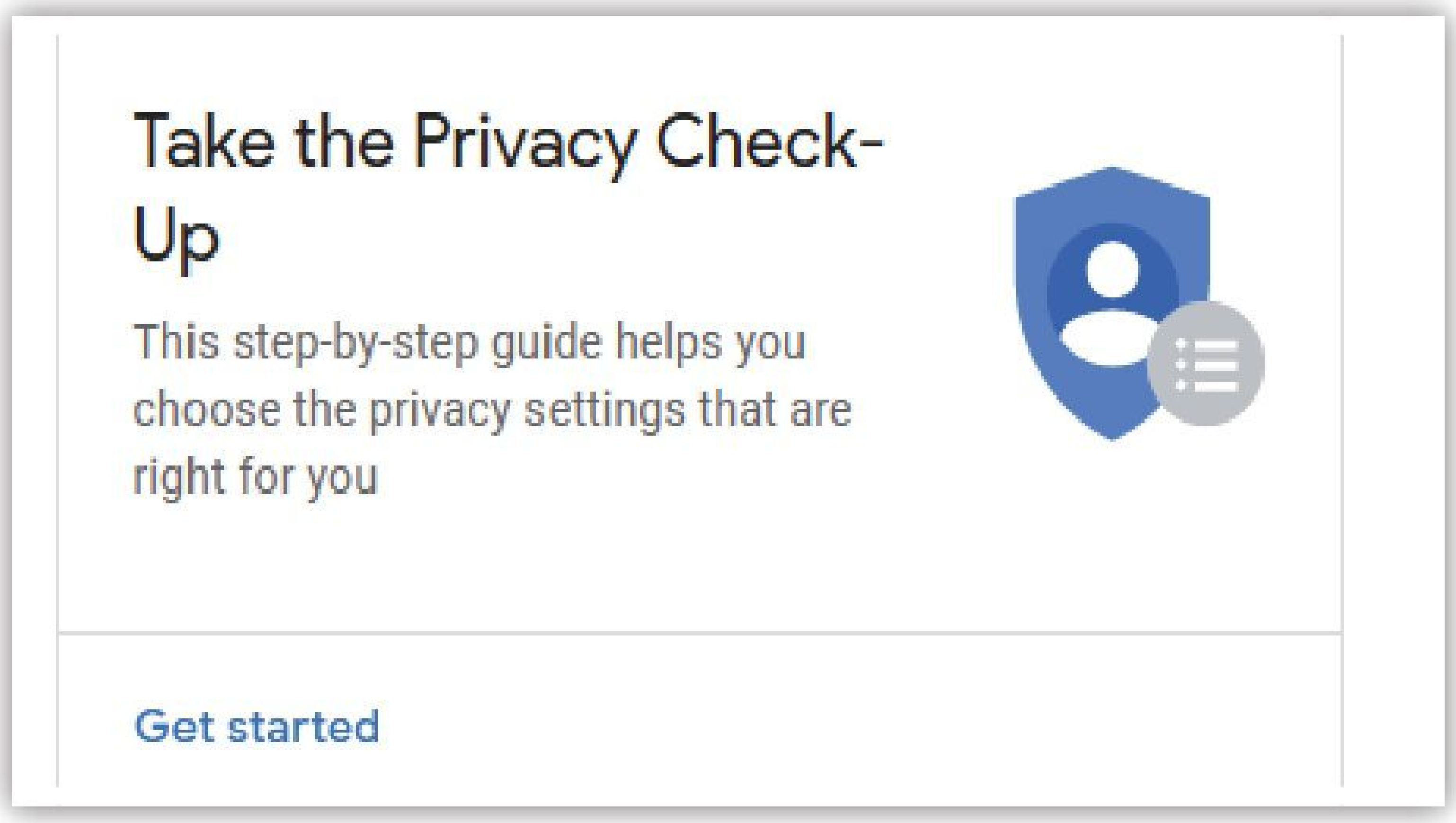
Privacy Check-up

Review key settings and the data that Google uses to personalise your experience

- ✓ Activity controls reviewed
- Make ads more relevant to you
- Control what others see about you
- Help people connect with you
- Manage your Google Photos settings
- Manage what you share on YouTube

Step 3

❱ The Privacy Check-Up section is broken down into several sub-categories, offering you the chance to review the key settings that determine how Google controls its activity toward you, what ads are displayed, how others will connect to you, what Google Photo settings are available and what you share on YouTube. Click the YouTube category, for example.

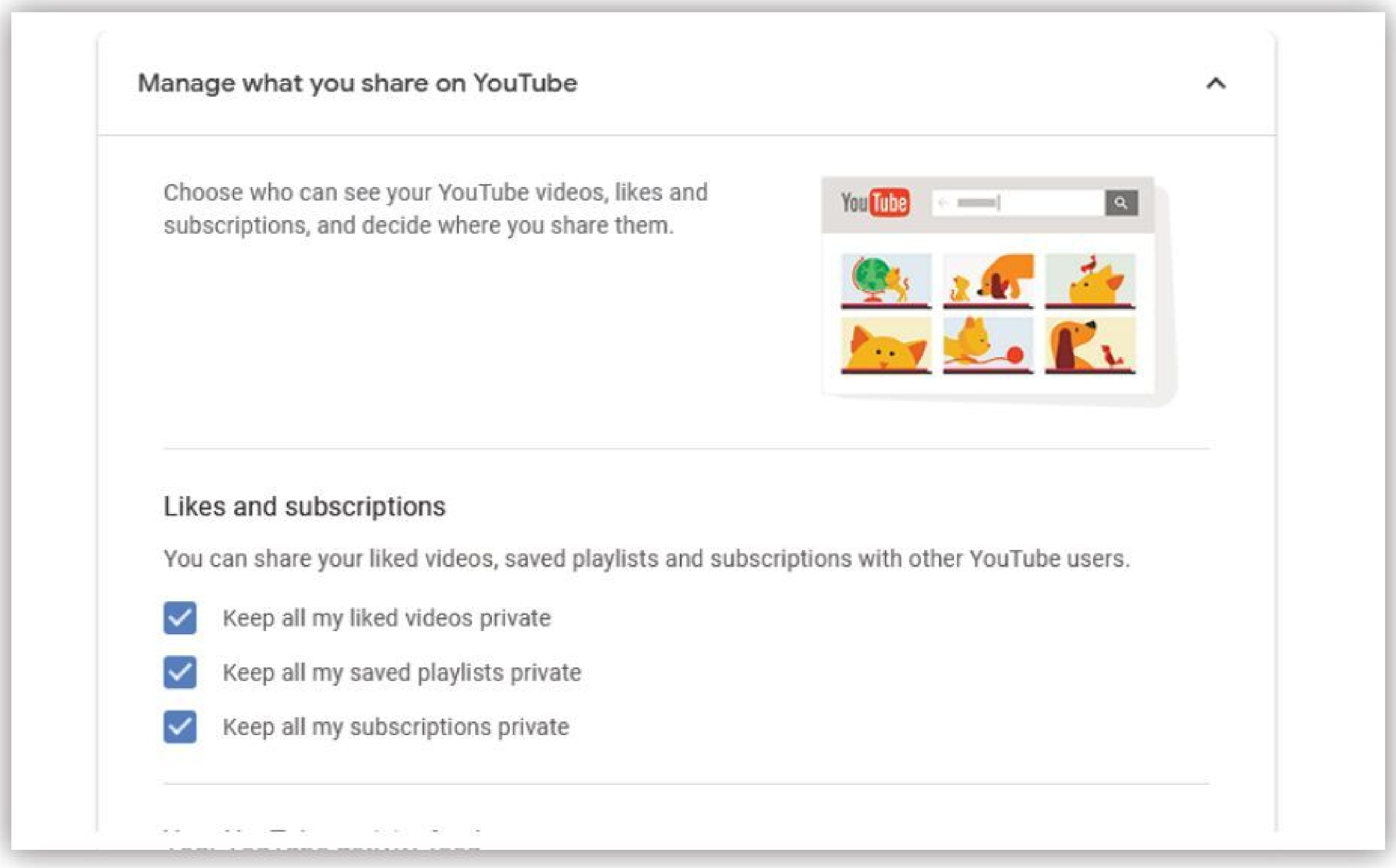


Take the Privacy Check-Up

This step-by-step guide helps you choose the privacy settings that are right for you

Step 4

❱ The category options are displayed as tick boxes, so, using the YouTube category as the example, you're able to control how your YouTube video likes, saved playlists and subscriptions remain private, or are available for others to view when they click on your YouTube/ Google account. Read each element of the categories carefully to enhance or lower your online privacy.



Manage what you share on YouTube

Choose who can see your YouTube videos, likes and subscriptions, and decide where you share them.

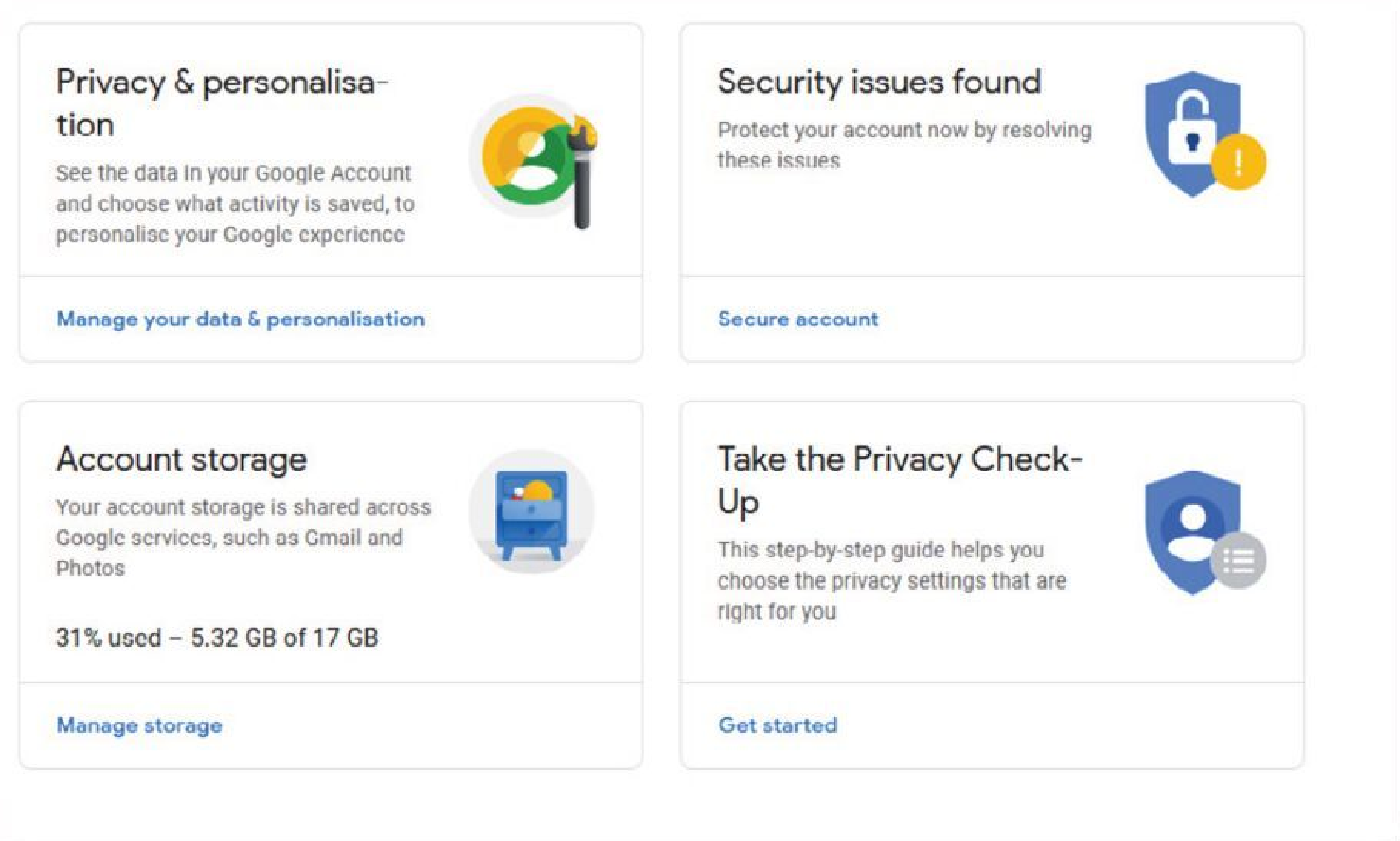
Likes and subscriptions

You can share your liked videos, saved playlists and subscriptions with other YouTube users.

- ☑ Keep all my liked videos private
- ☑ Keep all my saved playlists private
- ☑ Keep all my subscriptions private

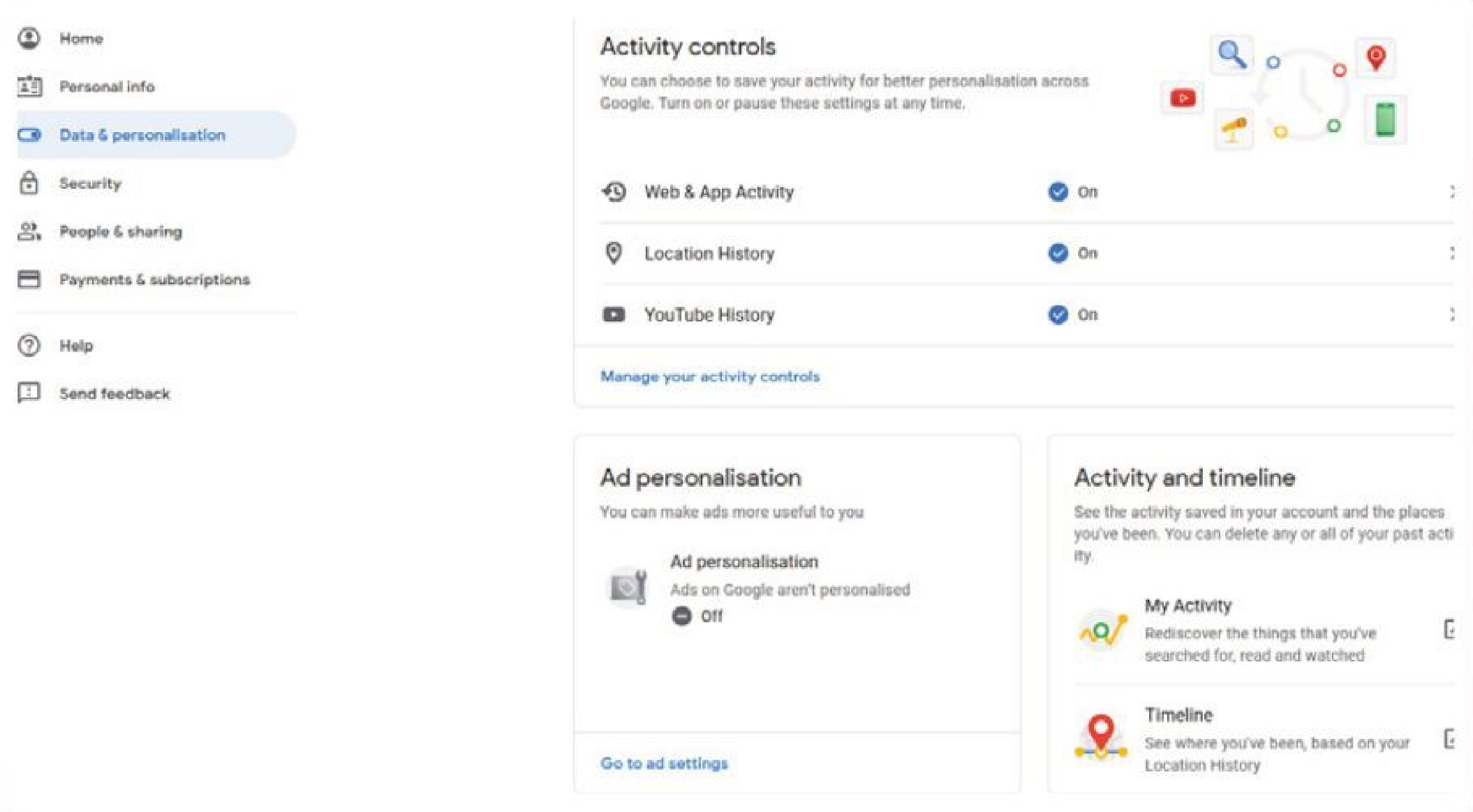
Step 5

❯ Going back to the main Google Account home page, by first clicking the back arrow and then Home on the left column, take a moment to look through the other options available. Check on the Privacy & Personalisation box; click the Manage your Data & Personalisation link in the bottom of the box.


Privacy & personalisation
See the data in your Google Account and choose what activity is saved, to personalise your Google experience
Security issues found
Protect your account now by resolving these issues
Account storage
Your account storage is shared across Google services, such as Gmail and Photos
31% used – 5.32 GB of 17 GB
Take the Privacy Check-Up
This step-by-step guide helps you choose the privacy settings that are right for you
Manage your data & personalisation
Secure account
Manage storage
Get started

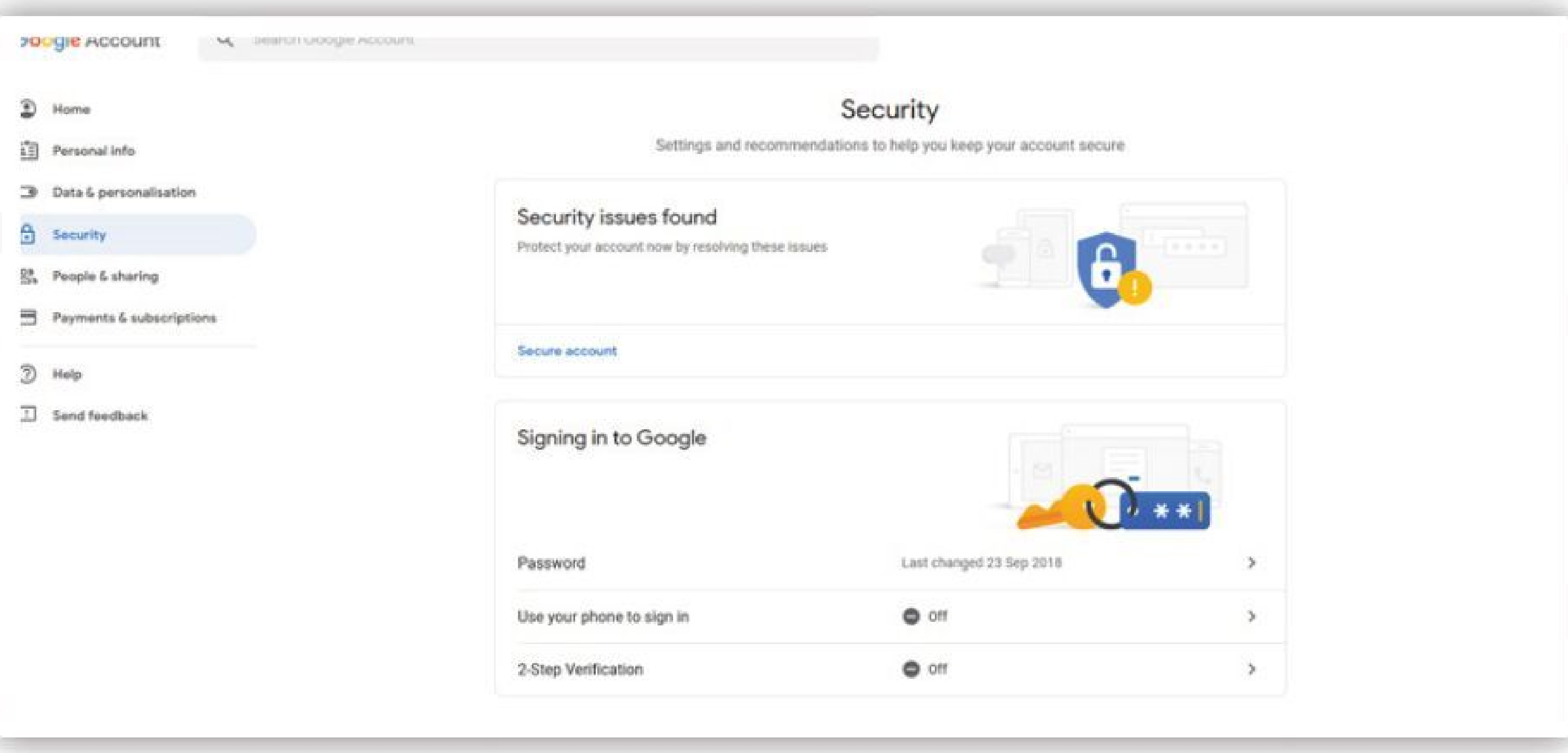
Step 6

❯ The Data & Personalisation category is quite expansive and covers a lot of the content that transpires between you and Google's many services and apps. Each area within this category can be expanded further, such as Web & App Activity, Location History and so on. It's important to take the time to trawl through these sections to fine-tune your privacy settings.


Activity controls
You can choose to save your activity for better personalisation across Google. Turn on or pause these settings at any time.
Web & App Activity: On
Location History: On
YouTube History: On
Ad personalisation
You can make ads more useful to you
Ad personalisation
Ads on Google aren't personalised
Off
Activity and timeline
See the activity saved in your account and the places you've been. You can delete any or all of your past acti
ity
My Activity
Rediscover the things that you've searched for, read and watched
Timeline
See where you've been, based on your Location History
Home
Personal info
Data & personalisation
Security
People & sharing
Payments & subscriptions
Help
Send feedback
Manage your activity controls
Go to ad settings

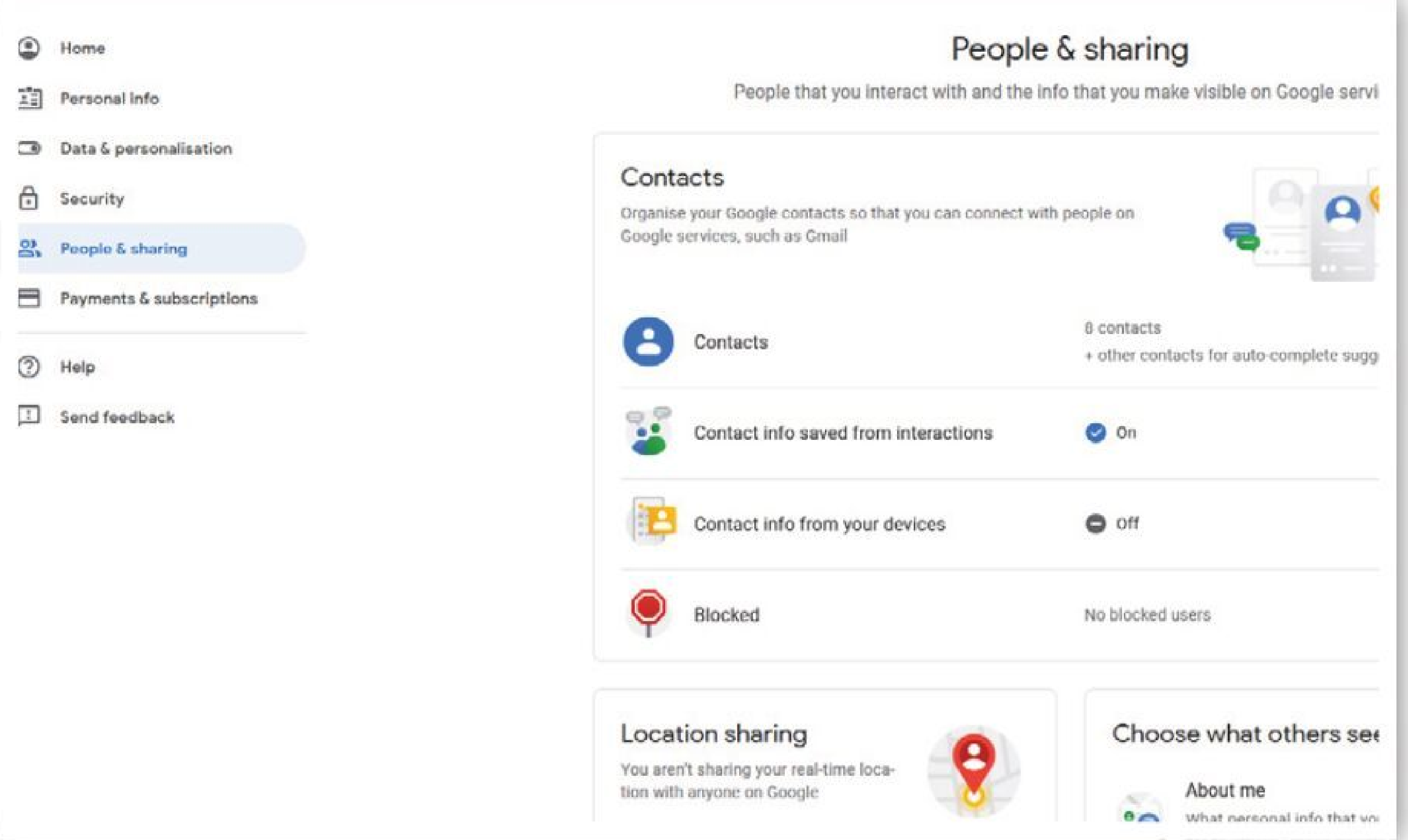
Step 7

❯ To the left you'll see the quick access column, where you're able to navigate back to the Account Home page; click on the Security link. This will open the Security page where, in the event of someone gaining access to your Google password, you're able to lock down your account. Here you can opt for 2-Step Verification, create an Account recovery option and protect your account and its privacy.


Security
Settings and recommendations to help you keep your account secure
Security issues found
Protect your account now by resolving these issues
Signing in to Google
Password: Last changed 23 Sep 2018
Use your phone to sign in: Off
2-Step Verification: Off
Google Account
Home
Personal info
Data & personalisation
Security
People & sharing
Payments & subscriptions
Help
Send feedback
Secure account

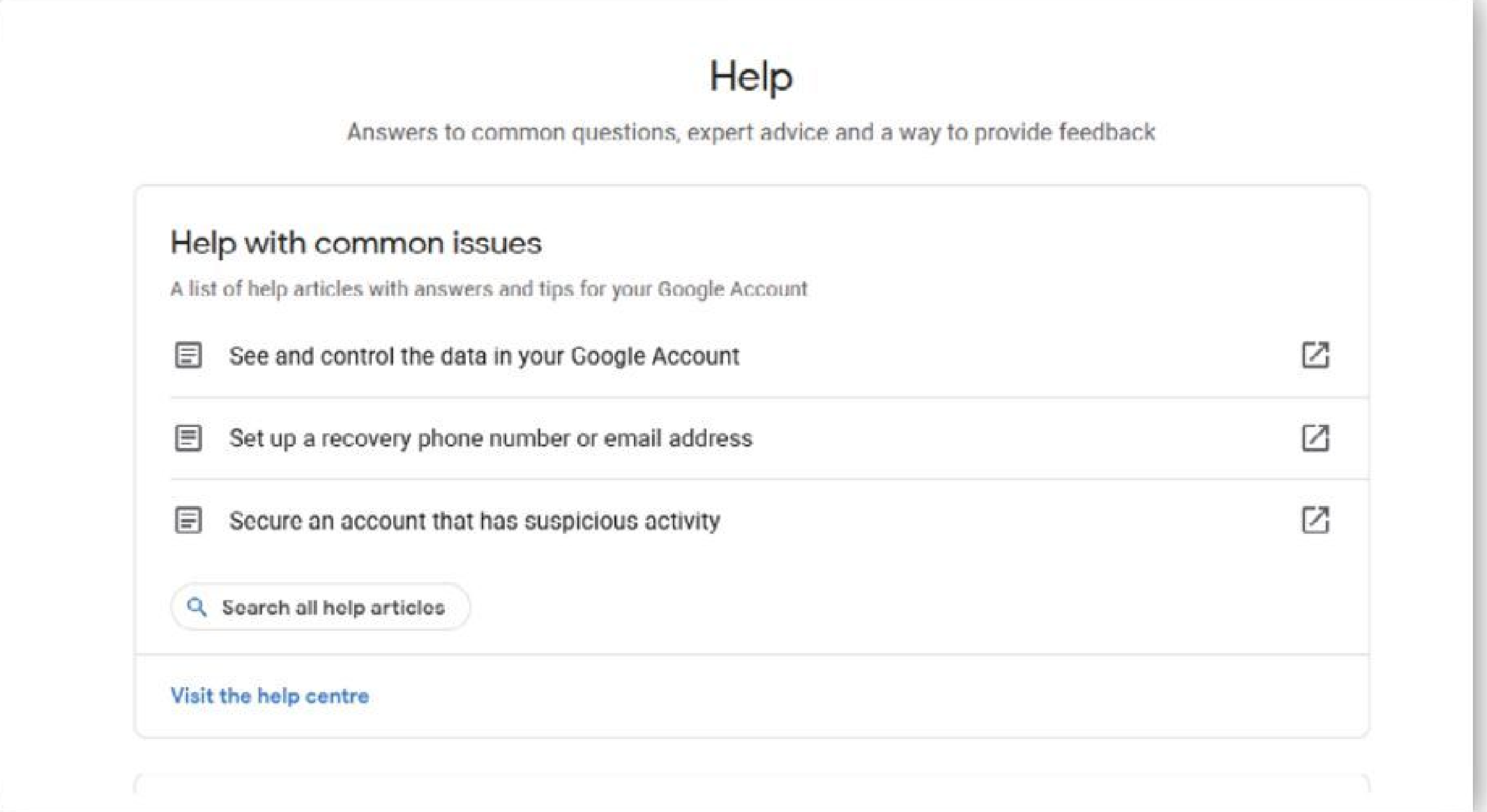
Step 8

❯ The People & Sharing option, found via the left-hand column again, is also worth investigating. In here, you're able to define your contacts, block any users and, most importantly, manage your location sharing, as well as choose what personal information about you is visible to others across the Google services.


People & sharing
People that you interact with and the info that you make visible on Google servi
Contacts
Organise your Google contacts so that you can connect with people on Google services, such as Gmail
Contacts: 8 contacts + other contacts for auto-complete sugg
Contact info saved from interactions: On
Contact info from your devices: Off
Blocked: No blocked users
Location sharing
You aren't sharing your real-time location with anyone on Google
Choose what others see
About me
Home
Personal info
Data & personalisation
Security
People & sharing
Payments & subscriptions
Help
Send feedback

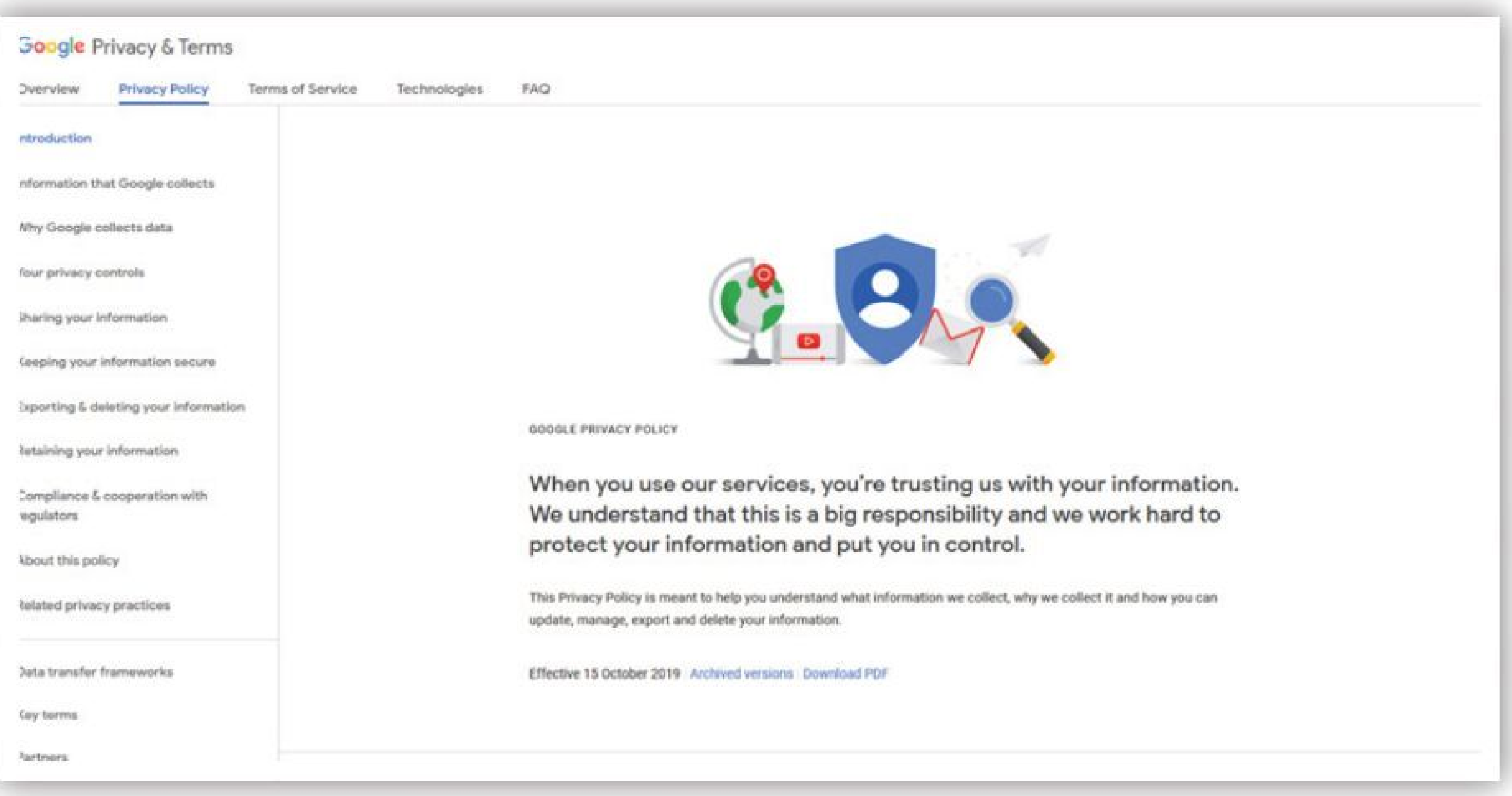
Step 9

❯ When dealing with your privacy via Google's apps and services there's a lot to take in, which isn't surprising considering the reach Google has across the Internet as a whole. If you ever become confused over any questions, or simply don't know where to turn next, the Help option will walk you through common issues and offer guided steps on how to proceed.


Help
Answers to common questions, expert advice and a way to provide feedback
Help with common issues
A list of help articles with answers and tips for your Google Account
See and control the data in your Google Account
Set up a recovery phone number or email address
Secure an account that has suspicious activity
Search all help articles
Visit the help centre

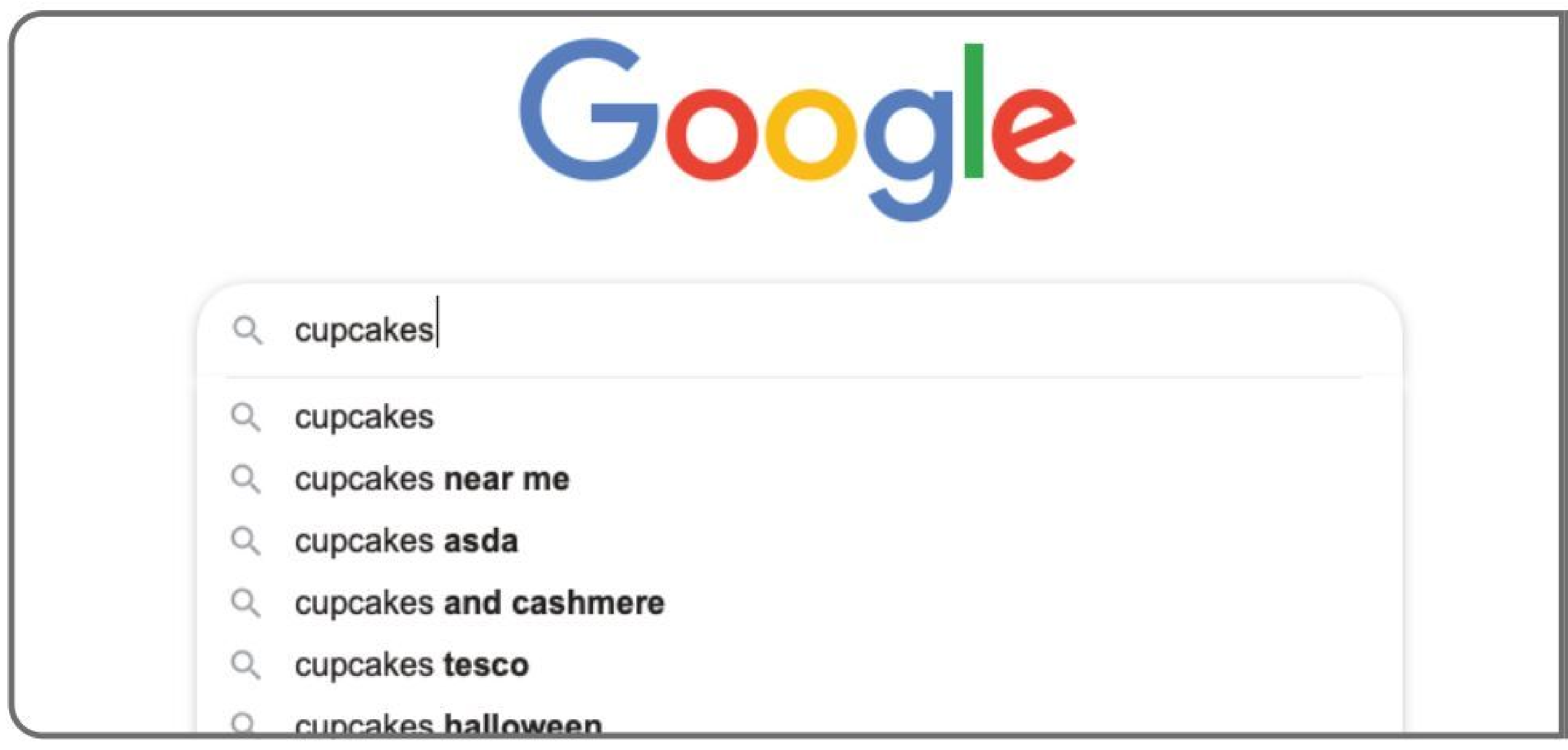
Step 10

❯ One final aspect of privacy that's worth looking up is the Google Privacy & Terms. These are in a constant state of flux and will change depending on the laws of the country in which you're currently resident. Navigate to https://policies.google.com/privacy, to view the latest Google Privacy Policy and see how it affects you.


GOOGLE PRIVACY POLICY
When you use our services, you're trusting us with your information. We understand that this is a big responsibility and we work hard to protect your information and put you in control.
This Privacy Policy is meant to help you understand what information we collect, why we collect it and how you can update, manage, export and delete your information.
Effective 15 October 2019
Google Privacy & Terms
Overview
Privacy Policy
Terms of Service
Technologies
FAQ
Introduction
Information that Google collects
Why Google collects data
Your privacy controls
Sharing your information
Keeping your information secure
Exporting & deleting your information
Retaining your information
Compliance & cooperation with regulators
About this policy
Related privacy practices
Data transfer frameworks
Key terms
Partners
Archived versions
Download PDF

Improving Your Google Searches

Google has the ability to search through billions of pages to supply you with the most relevant results for any search you desire. Google has different versions for different countries and, while they all work in basically the same way, by using the version for your home country you can be sure of both local and international results.



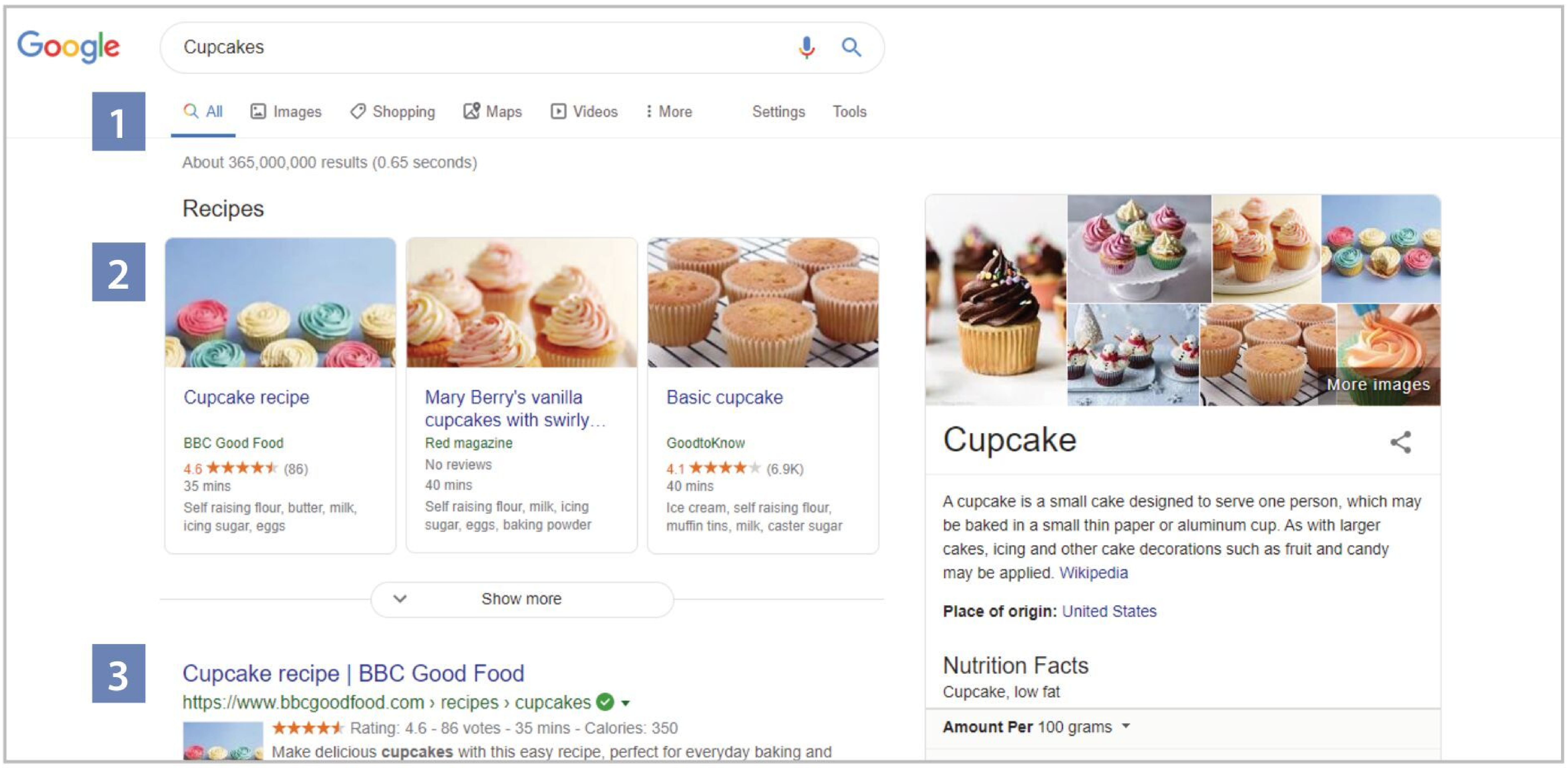
Google Search

Searching with Google is easy! You simply enter your search term, e.g. "cupcake recipes", on the Google page for your country and click the search button. Google will then display the results of the search in order of relevance. There are, however, several ways to refine and target your search for even better results.

Understanding Google Search Results

When you perform a search on Google the results are split into two categories: Paid and Organic results. Paid results can be thought of more like adverts, with their position on the results page determined by how much the advertiser has paid. The organic results are those which are most relevant, respected or popular for your search term.

1 Search Options **2 Paid Results** **3 Organic Results**



About 365,000,000 results (0.65 seconds)

Recipes

Cupcake recipe
BBC Good Food
4.6 ★★★★★ (86)
35 mins
Self raising flour, butter, milk, icing sugar, eggs

Mary Berry's vanilla cupcakes with swirly…
Red magazine
No reviews
40 mins
Self raising flour, milk, icing sugar, eggs, baking powder

Basic cupcake
GoodtoKnow
4.1 ★★★★☆ (6.9K)
40 mins
Ice cream, self raising flour, muffin tins, milk, caster sugar

Cupcake recipe | BBC Good Food
https://www.bbcgoodfood.com › recipes › cupcakes
★★★★★ Rating: 4.6 - 86 votes - 35 mins - Calories: 350
Make delicious **cupcakes** with this easy recipe, perfect for everyday baking and

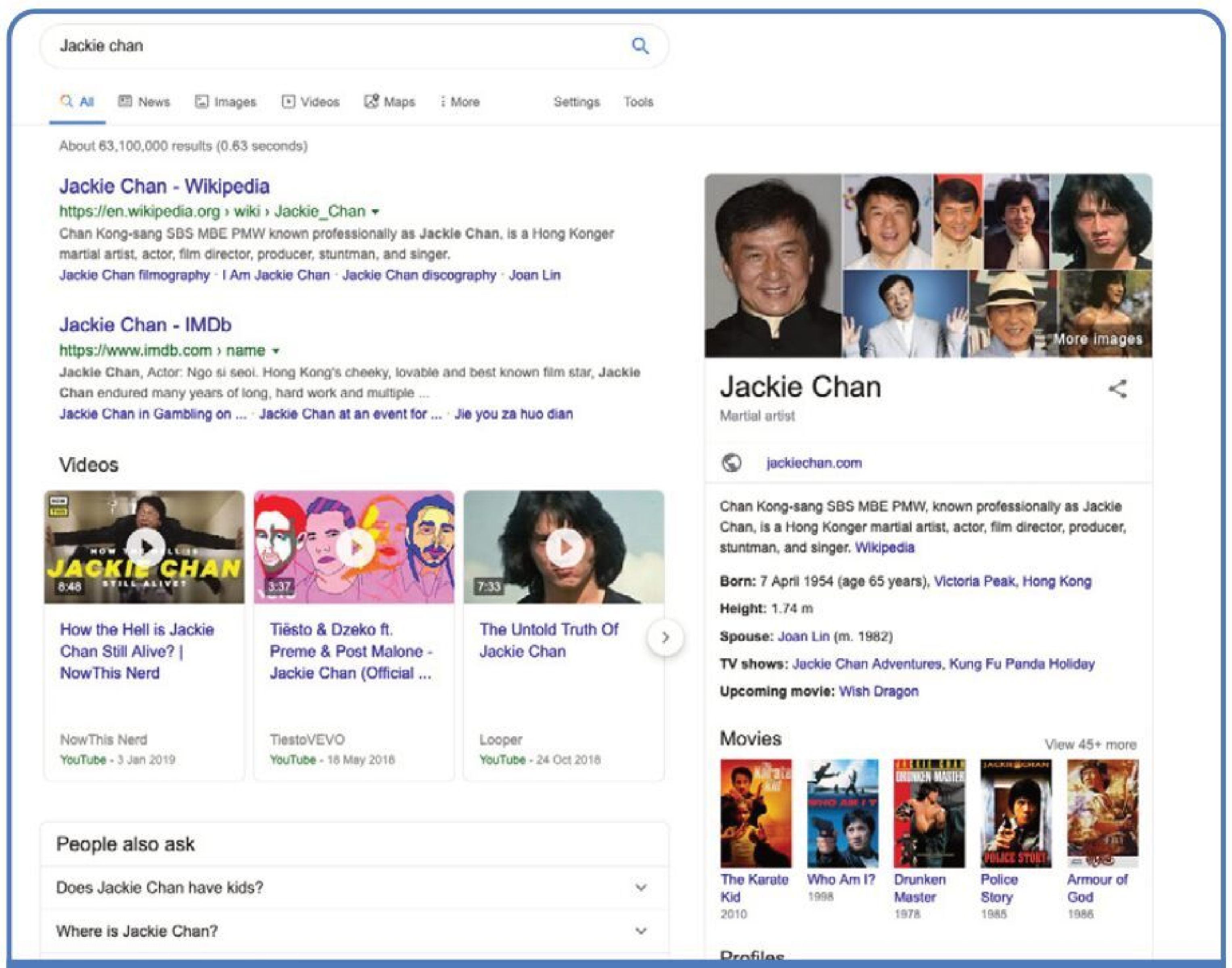
Cupcake

A cupcake is a small cake designed to serve one person, which may be baked in a small thin paper or aluminum cup. As with larger cakes, icing and other cake decorations such as fruit and candy may be applied. Wikipedia

Place of origin: United States

Nutrition Facts
Cupcake, low fat

Amount Per 100 grams



About 63,100,000 results (0.63 seconds)

Jackie Chan - Wikipedia
https://en.wikipedia.org › wiki › Jackie_Chan
Chan Kong-sang SBS MBE PMW known professionally as **Jackie Chan**, is a Hong Konger martial artist, actor, film director, producer, stuntman, and singer.
Jackie Chan filmography · I Am Jackie Chan · Jackie Chan discography · Joan Lin

Jackie Chan - IMDb
https://www.imdb.com › name
Jackie Chan, Actor: Ngo si seoi. Hong Kong's cheeky, lovable and best known film star, **Jackie Chan** endured many years of long, hard work and multiple ...
Jackie Chan in Gambling on ... · Jackie Chan at an event for ... · Jie you za huo dian

How the Hell is Jackie Chan Still Alive? | NowThis Nerd
NowThis Nerd
YouTube - 3 Jan 2019

Tiësto & Dzeko ft. Preme & Post Malone - Jackie Chan (Official ...
TiestoVEVO
YouTube - 18 May 2018

The Untold Truth Of Jackie Chan
Looper
YouTube - 24 Oct 2018

Does Jackie Chan have kids?
Where is Jackie Chan?

Jackie Chan
Martial artist
jackiechan.com

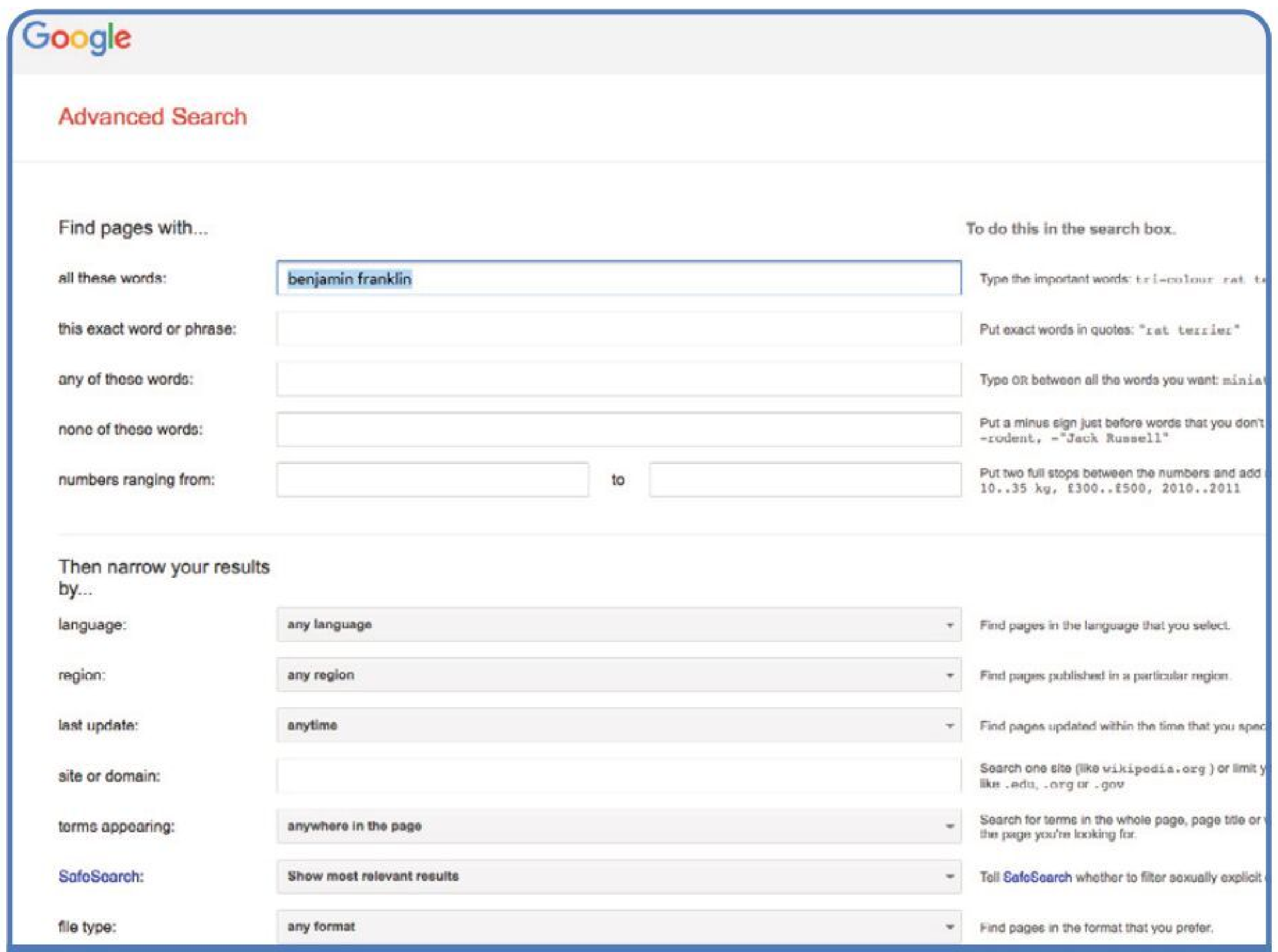
Chan Kong-sang SBS MBE PMW, known professionally as Jackie Chan, is a Hong Konger martial artist, actor, film director, producer, stuntman, and singer. Wikipedia

Born: 7 April 1954 (age 65 years), Victoria Peak, Hong Kong
Height: 1.74 m
Spouse: Joan Lin (m. 1982)
TV shows: Jackie Chan Adventures, Kung Fu Panda Holiday
Upcoming movie: Wish Dragon

The Karate Kid 2010
Who Am I? 1998
Drunken Master 1978
Police Story 1985
Armour of God 1986

The Knowledge Graph

Certain search terms (people, places or animals, for example) will activate the Google Knowledge Graph. This boxout, shown on the left of the standard search results, highlights facts, photos and other snippets of information about your search. Use this section to find quick information and facts about the subject or to start exploring related subjects. Knowledge Graph results are gathered from a variety of sources, including Wikipedia, World Bank, Freebase and Weather Underground, to name but a few.



Find pages with...

To do this in the search box.

all these words: benjamin franklin — Type the important words: tri-colour rat t
this exact word or phrase: — Put exact words in quotes: "rat terrier"
any of these words: — Type OR between all the words you want: miniat
none of these words: — Put a minus sign just before words that you don't -rodent, -"Jack Russell"
numbers ranging from: to — Put two full stops between the numbers and add 10..35 kg, £300..£500, 2010..2011

Then narrow your results by...

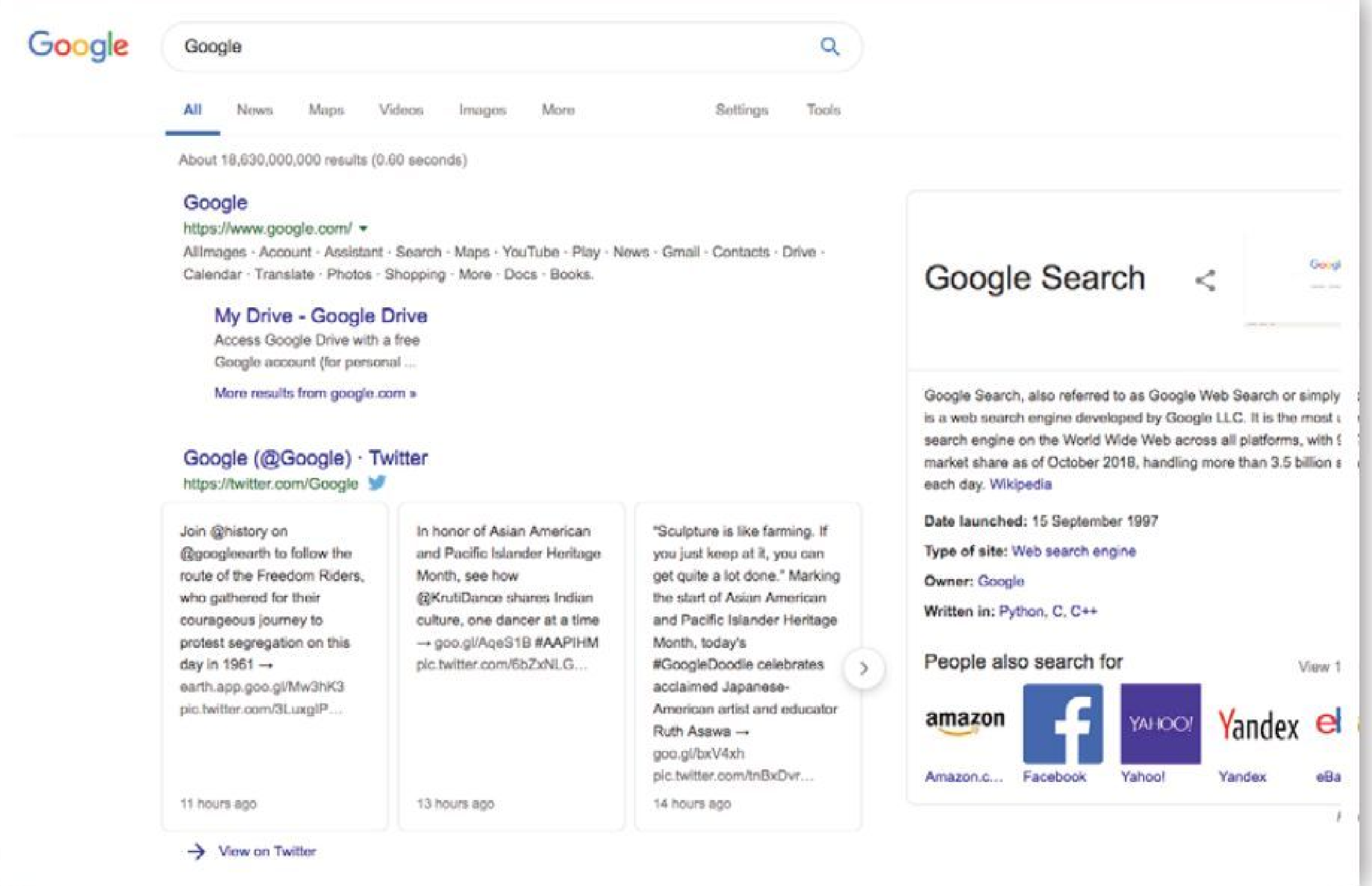
language: any language — Find pages in the language that you select.
region: any region — Find pages published in a particular region.
last update: anytime — Find pages updated within the time that you spec
site or domain: — Search one site (like wikipedia.org) or limit y like .edu, .org or .gov
terms appearing: anywhere in the page — Search for terms in the whole page, page title or the page you're looking for.
SafeSearch: Show most relevant results — Tell SafeSearch whether to filter sexually explicit
file type: any format — Find pages in the format that you prefer.

Advanced Search

After searching, while on the results page, notice the Settings link under the search bar. Clicking this allows you to select Advanced Search from the dropdown menu. On the advanced search screen you can refine your search even further so that the results only show pages which feature all the words in your search term, or by country and language. Once you have selected your advanced search options, scroll to the bottom of the page and click the blue Advanced Search button.

Searching Images and Videos

As well as being able to search for text in web pages, you can also search for images and videos amongst other things.



About 18,630,000,000 results (0.60 seconds)

Google
https://www.google.com/
AllImages · Account · Assistant · Search · Maps · YouTube · Play · News · Gmail · Contacts · Drive · Calendar · Translate · Photos · Shopping · More · Docs · Books.

My Drive - Google Drive
Access Google Drive with a free Google account (for personal ...
More results from google.com »

Google (@Google) · Twitter
https://twitter.com/Google

Join @history on @googleearth to follow the route of the Freedom Riders, who gathered for their courageous journey to protest segregation on this day in 1961 → earth.app.goo.gl/Mw3hK3 pic.twitter.com/3LuxglP...
11 hours ago

In honor of Asian American and Pacific Islander Heritage Month, see how @KrutiDance shares Indian culture, one dancer at a time → goo.gl/AqeS1B #AAPIHM pic.twitter.com/6bZxNLG...
13 hours ago

"Sculpture is like farming. If you just keep at it, you can get quite a lot done." Marking the start of Asian American and Pacific Islander Heritage Month, today's #GoogleDoodle celebrates acclaimed Japanese-American artist and educator Ruth Asawa → goo.gl/bxV4xh pic.twitter.com/tnBxDvr...
14 hours ago

View on Twitter

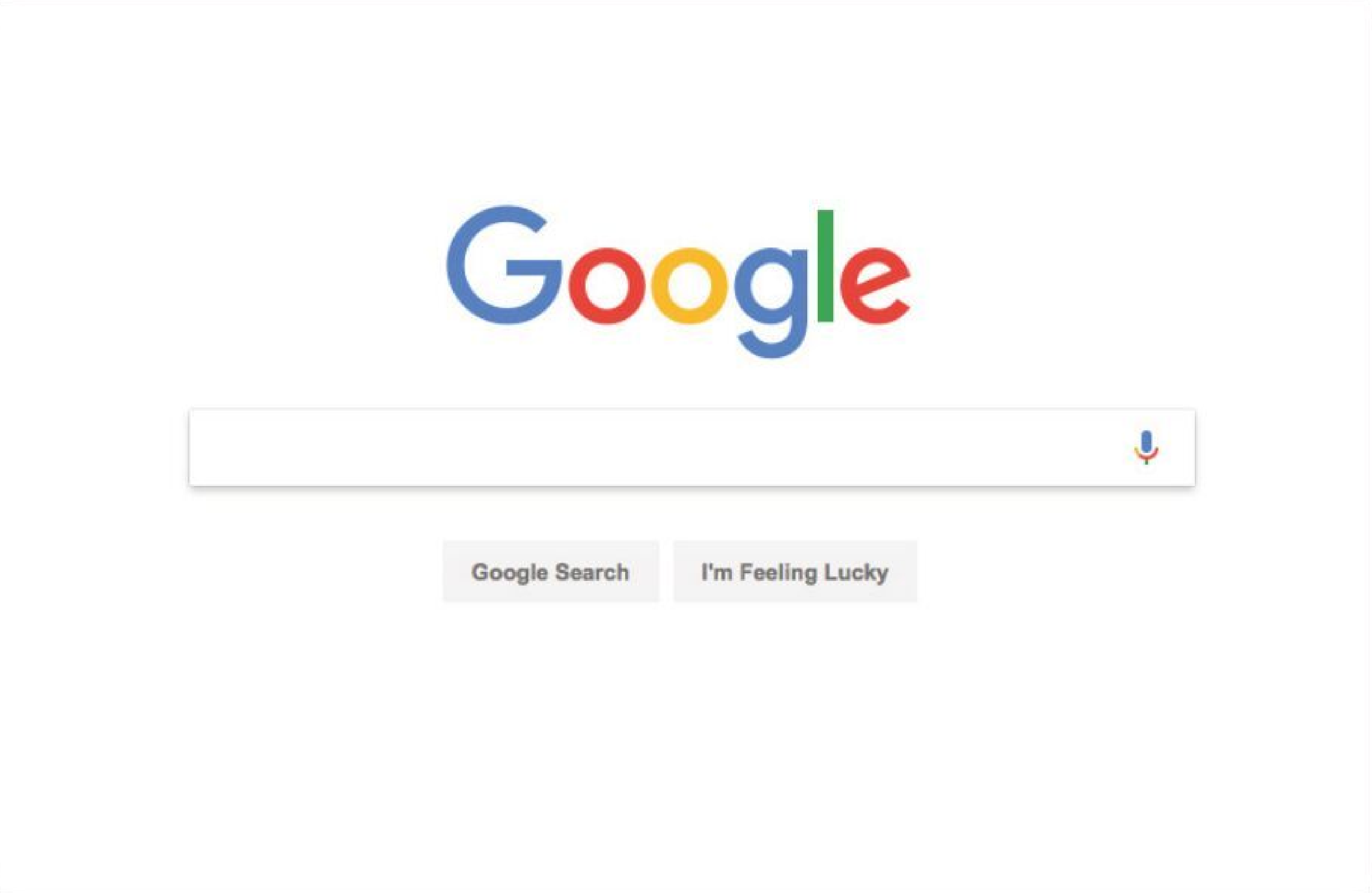
Google Search

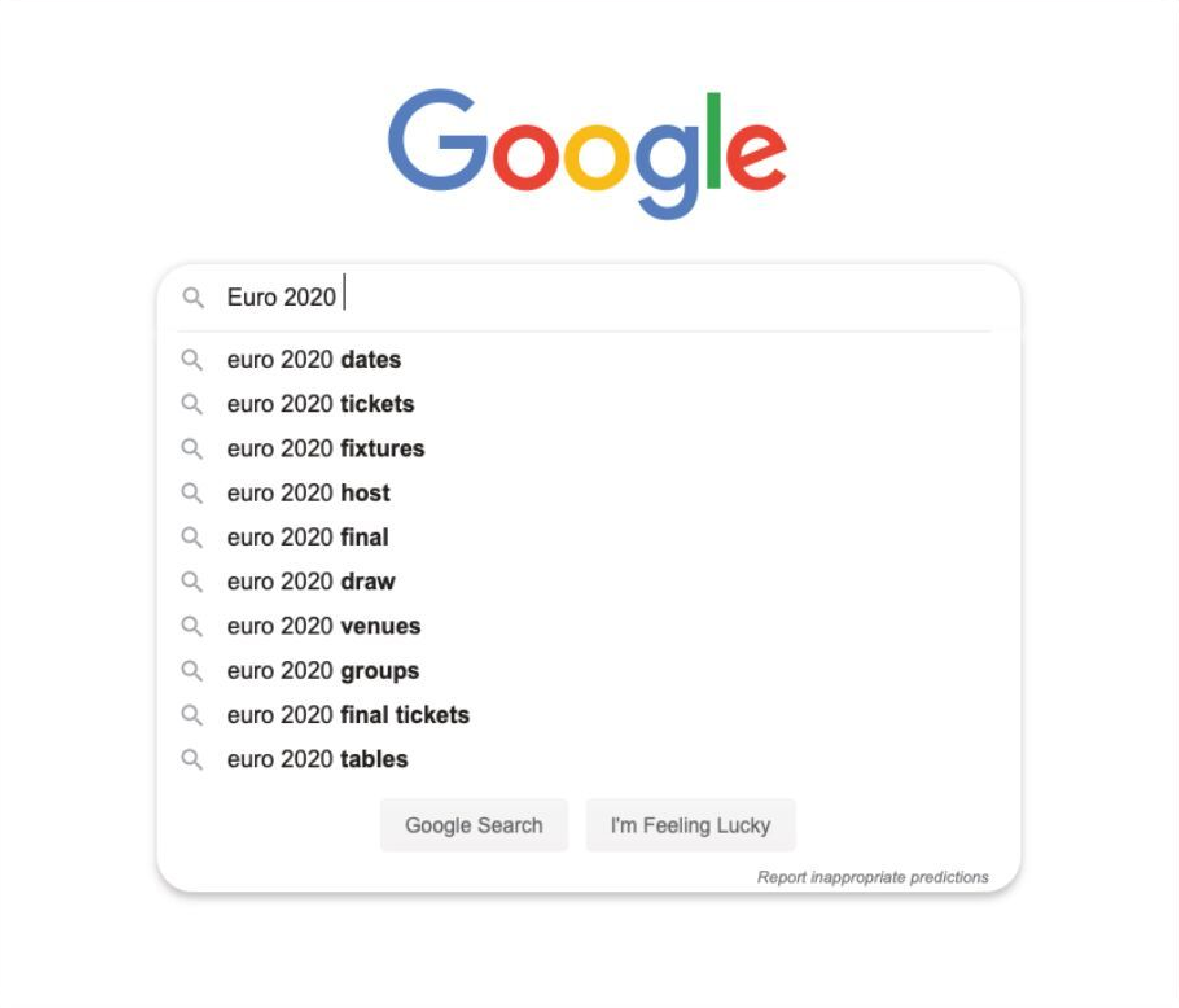
Google Search, also referred to as Google Web Search or simply is a web search engine developed by Google LLC. It is the most search engine on the World Wide Web across all platforms, with market share as of October 2018, handling more than 3.5 billion each day. Wikipedia

Date launched: 15 September 1997
Type of site: Web search engine
Owner: Google
Written in: Python, C, C++

Step 1

❱ Open the Google search page for your country in your Internet browser. To perform a standard search, type your search term in the box and click Google Search.



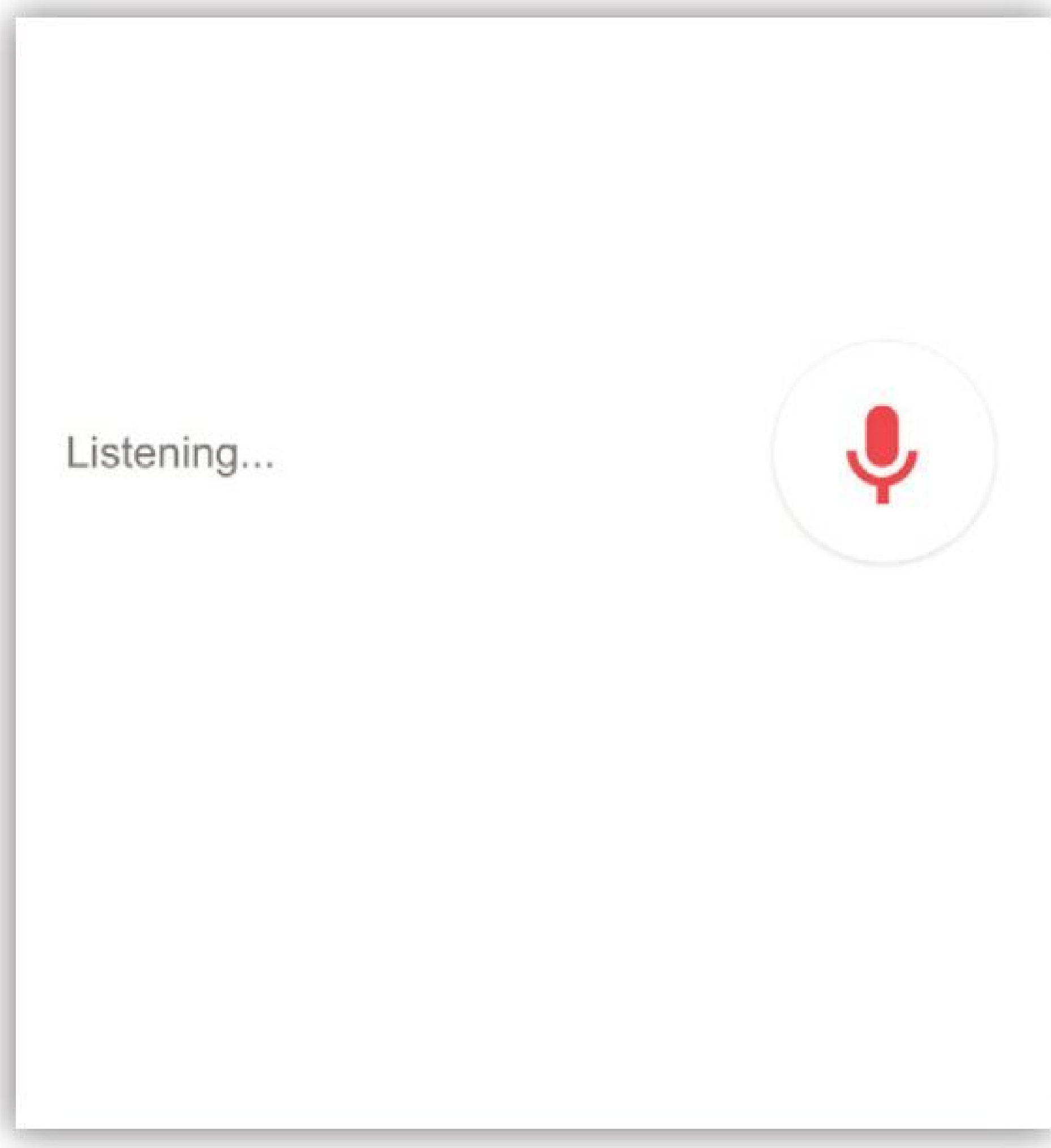


Euro 2020

- euro 2020 **dates**
- euro 2020 **tickets**
- euro 2020 **fixtures**
- euro 2020 **host**
- euro 2020 **final**
- euro 2020 **draw**
- euro 2020 **venues**
- euro 2020 **groups**
- euro 2020 **final tickets**
- euro 2020 **tables**

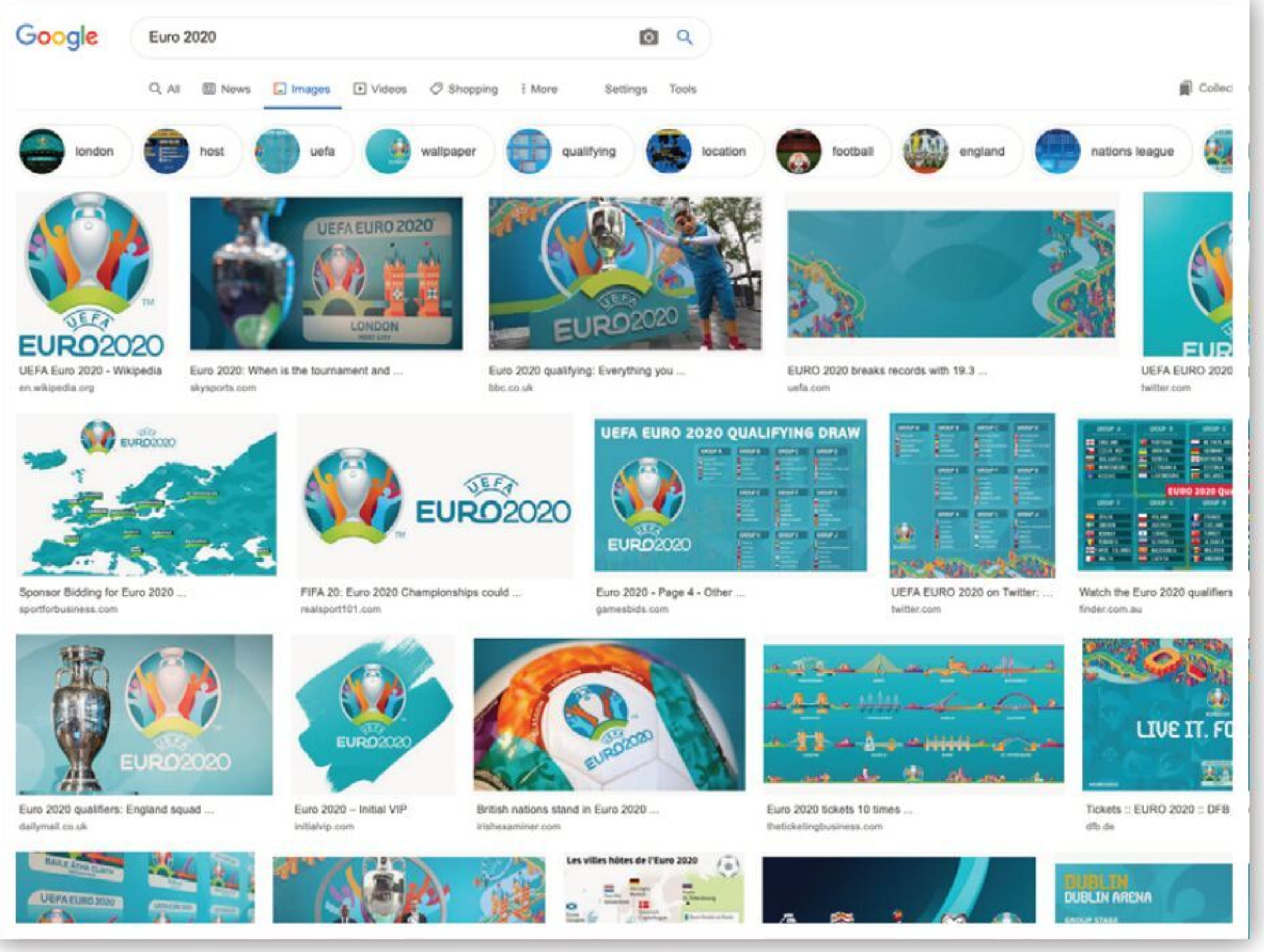
Step 2

› To perform a Voice search, using dictation, click the Microphone icon on the right side of the Search bar and then simply say the subject you wish to search for on this screen, your speech will appear on screen and the search will start.


Listening...

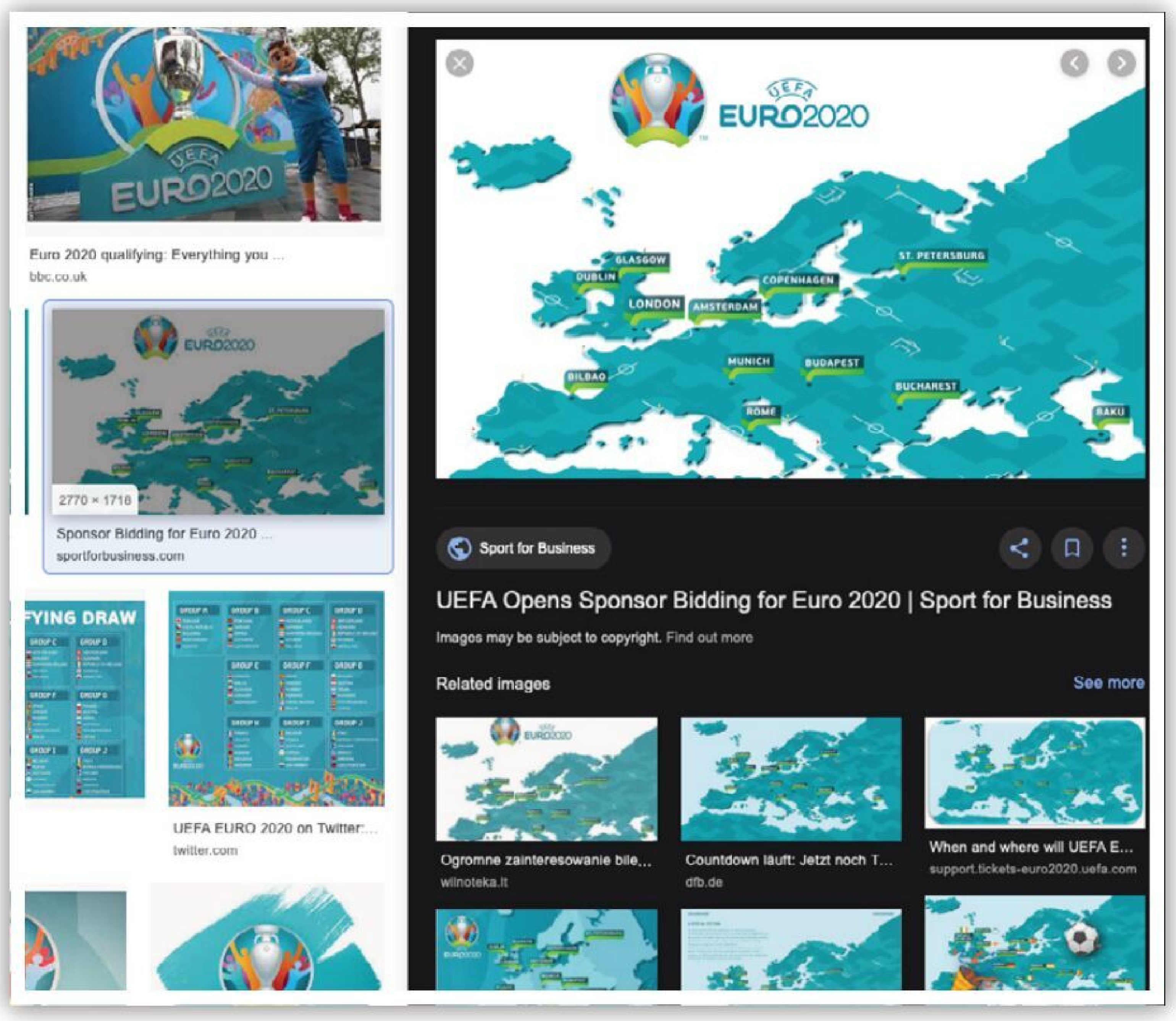
Step 3

› The results will now be displayed on screen. At the top of the results page there are several links including Maps, News and Images. Click on the Images link.


Google
Euro 2020
All
News
Images
Videos
Shopping
More
Settings
Tools
london
host
uefa
wallpaper
qualifying
location
football
england
nations league
UEFA Euro 2020 - Wikipedia
Euro 2020: When is the tournament and ...
Euro 2020 qualifying: Everything you ...
EURO 2020 breaks records with 19.3 ...
Sponsor Bidding for Euro 2020 ...
FIFA 20: Euro 2020 Championships could ...
Euro 2020 - Page 4 - Other ...
UEFA EURO 2020 on Twitter: ...
Watch the Euro 2020 qualifiers

Step 4

› Image results for the original search term will now be displayed. Move the mouse over any of the images to see a short description, image dimensions and other image details.


Euro 2020 qualifying: Everything you ...
bbc.co.uk

2770 × 1718
Sponsor Bidding for Euro 2020 ...
sportforbusiness.com

UEFA EURO 2020 on Twitter: ...
twitter.com

Sport for Business

UEFA Opens Sponsor Bidding for Euro 2020 | Sport for Business

Images may be subject to copyright. Find out more

Related images

See more

Ogromne zainteresowanie bile...
wilnoteka.lt

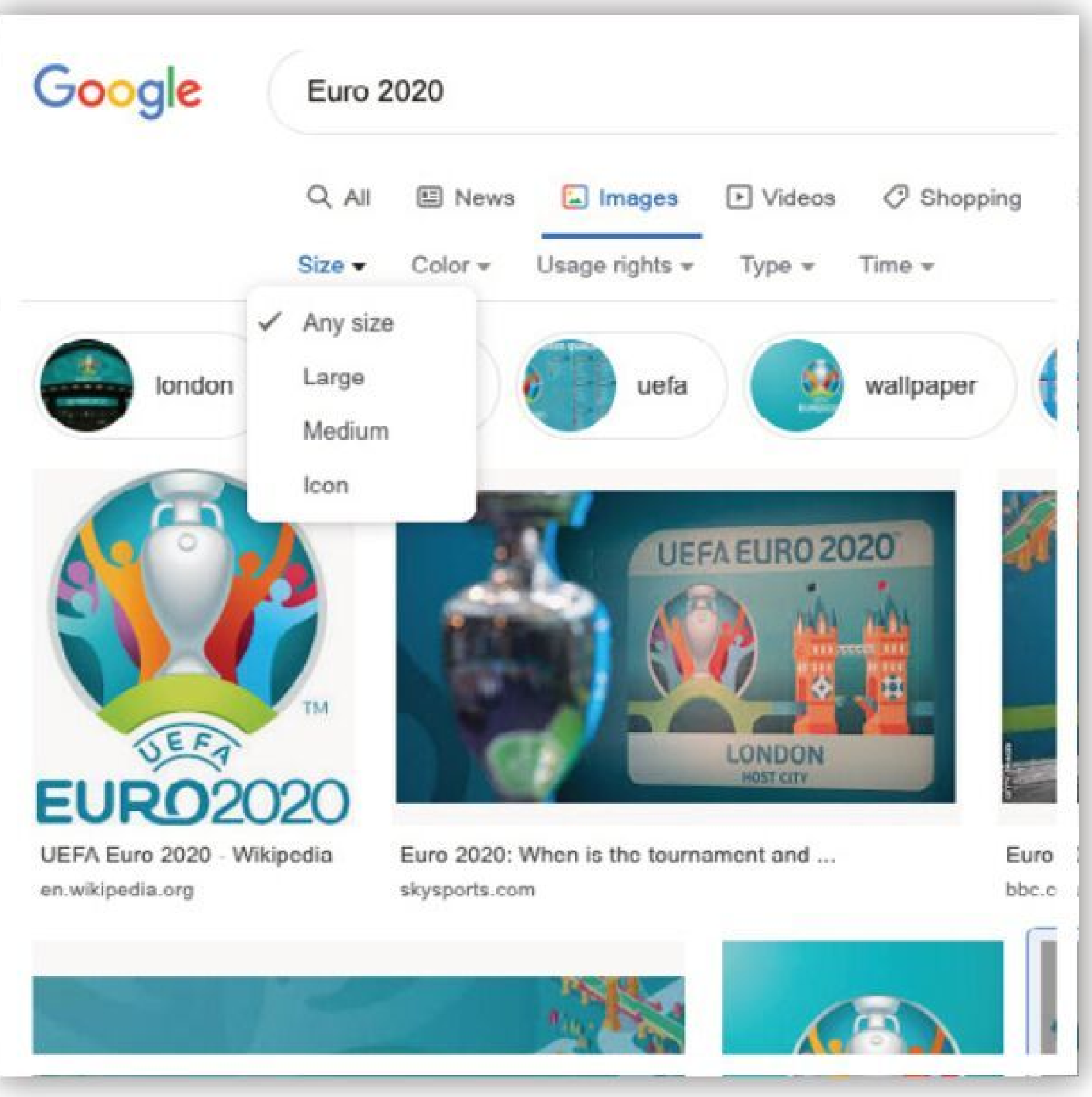
Countdown läuft: Jetzt noch T...
dfb.de

When and where will UEFA E...
support.tickets-euro2020.uefa.com

EURO2020
GLASGOW
DUBLIN
LONDON
AMSTERDAM
COPENHAGEN
ST. PETERSBURG
BILBAO
MUNICH
BUDAPEST
ROME
BUCHAREST
BAKU

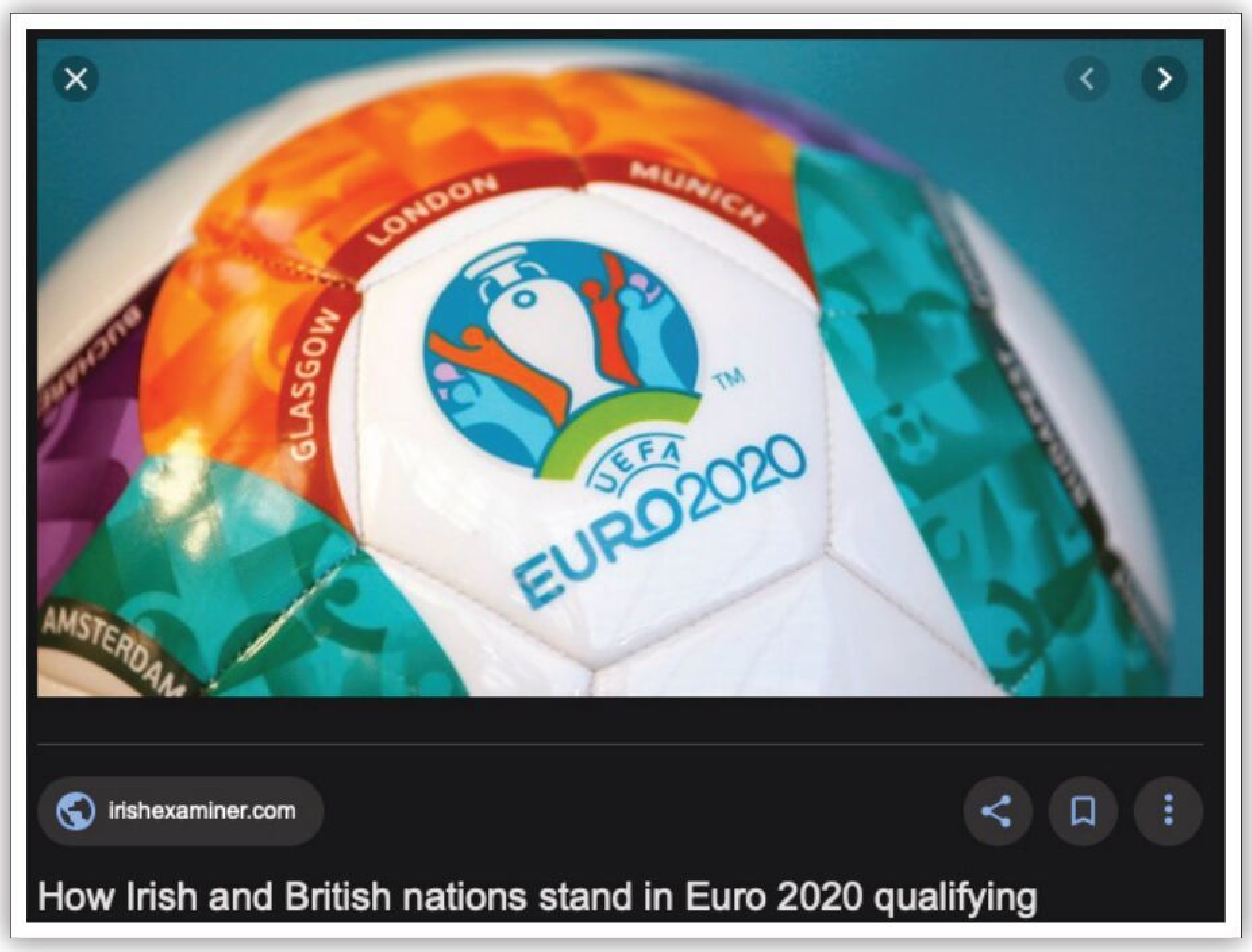
Step 5

› Alongside the search links (Web, Images, etc.) you will see a link for Search Tools. Clicking this will allow you to further refine your search by image size, date it was uploaded and image type.


Google
Euro 2020
All
News
Images
Videos
Shopping
Size
Color
Usage rights
Type
Time
Any size
Large
Medium
Icon
london
uefa
wallpaper
UEFA Euro 2020 · Wikipedia
en.wikipedia.org
Euro 2020: When is the tournament and ...
skysports.com

Step 6

› Clicking on the image will open it at a larger size and also display a link that will allow you to open the web page where the image was found. Click the image again to close the preview.

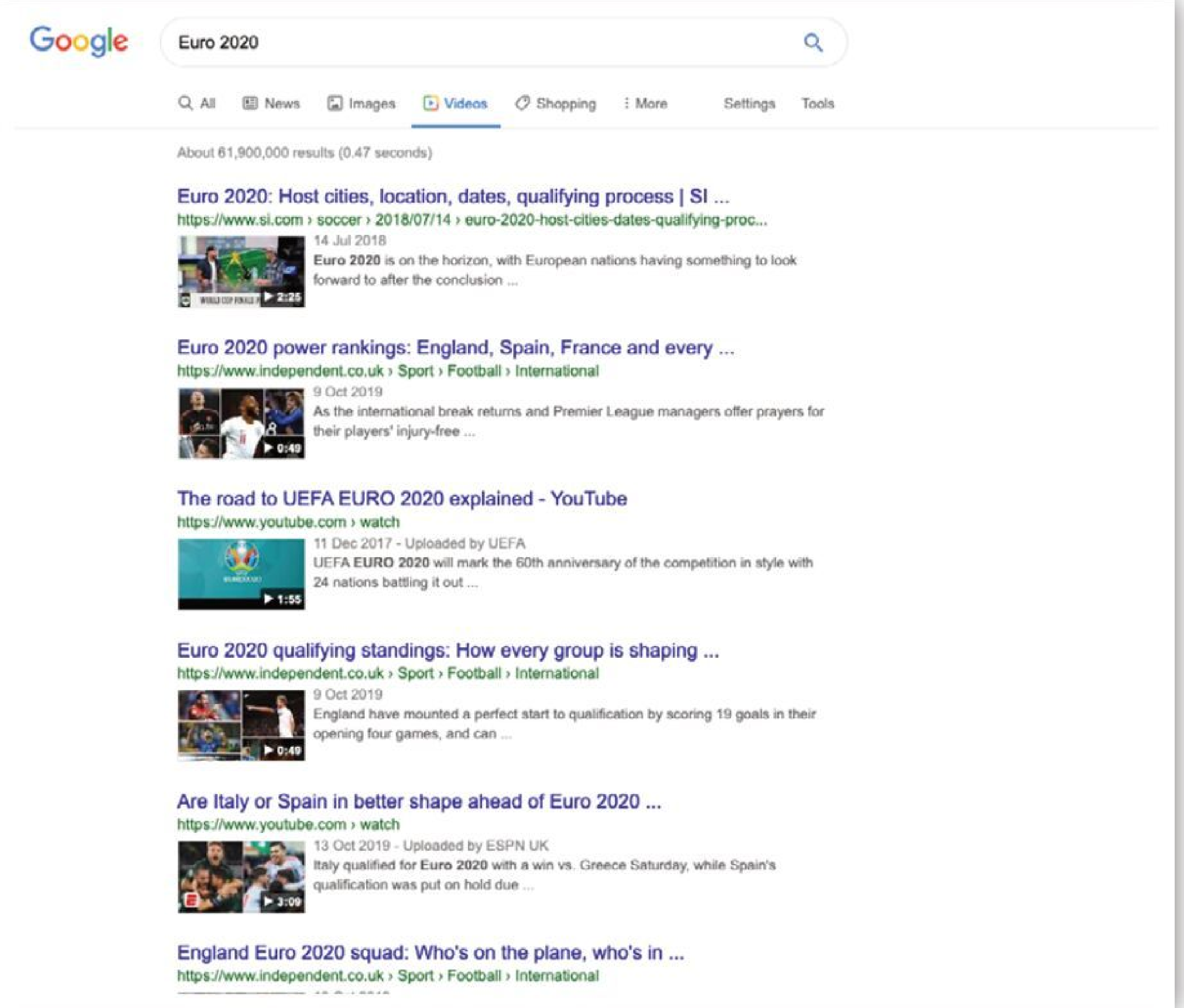

irishexaminer.com

How Irish and British nations stand in Euro 2020 qualifying

LONDON
MUNICH
GLASGOW
AMSTERDAM
UEFA
EURO2020

Step 7

› To search for videos instead of images, click the More link and then select Videos from the menu that drops down. Videos have their own search tools, including duration and quality.


Google
All
News
Images
Videos
Shopping
More
Settings
Tools

Euro 2020

About 61,900,000 results (0.47 seconds)

Euro 2020: Host cities, location, dates, qualifying process | SI ...
https://www.si.com › soccer › 2018/07/14 › euro-2020-host-cities-dates-qualifying-proc...
2:25
14 Jul 2018
Euro 2020 is on the horizon, with European nations having something to look forward to after the conclusion ...

Euro 2020 power rankings: England, Spain, France and every ...
https://www.independent.co.uk › Sport › Football › International
0:49
9 Oct 2019
As the international break returns and Premier League managers offer prayers for their players' injury-free ...

The road to UEFA EURO 2020 explained - YouTube
https://www.youtube.com › watch
1:55
11 Dec 2017 - Uploaded by UEFA
UEFA EURO 2020 will mark the 60th anniversary of the competition in style with 24 nations battling it out ...

Euro 2020 qualifying standings: How every group is shaping ...
https://www.independent.co.uk › Sport › Football › International
0:49
9 Oct 2019
England have mounted a perfect start to qualification by scoring 19 goals in their opening four games, and can ...

Are Italy or Spain in better shape ahead of Euro 2020 ...
https://www.youtube.com › watch
3:09
13 Oct 2019 - Uploaded by ESPN UK
Italy qualified for Euro 2020 with a win vs. Greece Saturday, while Spain's qualification was put on hold due ...

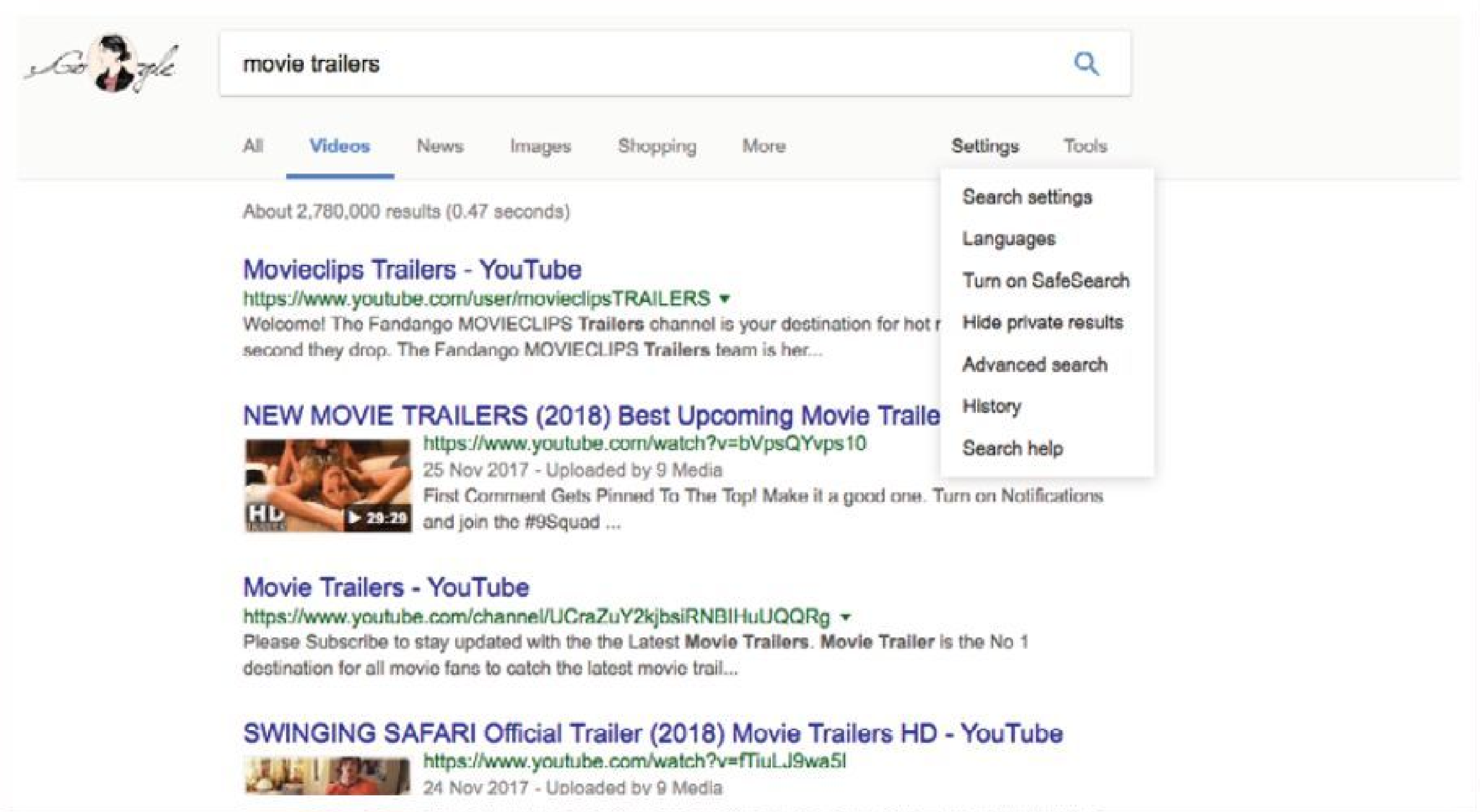
England Euro 2020 squad: Who's on the plane, who's in ...
https://www.independent.co.uk › Sport › Football › International

Safe Search

Google features a Safe Search option which allows you to select the age rating of the search results. This applies to web search results, as well as images, videos and books and can help to remove sexually explicit content. No filter is 100 per cent accurate, but Safe Search should help you avoid most of this type of material.

Step 1

› Perform a search and check the results. If there are websites listed that you think are inappropriate, click the Setting link in the top right beneath the search bar and select Search Settings.


movie trailers
All
Videos
News
Images
Shopping
More
Settings
Tools
Search settings
Languages
Turn on SafeSearch
Hide private results
Advanced search
History
Search help
HD
▶ 29:29

About 2,780,000 results (0.47 seconds)

Movieclips Trailers - YouTube
https://www.youtube.com/user/movieclipsTRAILERS ▾
Welcome! The Fandango MOVIECLIPS **Trailers** channel is your destination for hot r
second they drop. The Fandango MOVIECLIPS **Trailers** team is her...

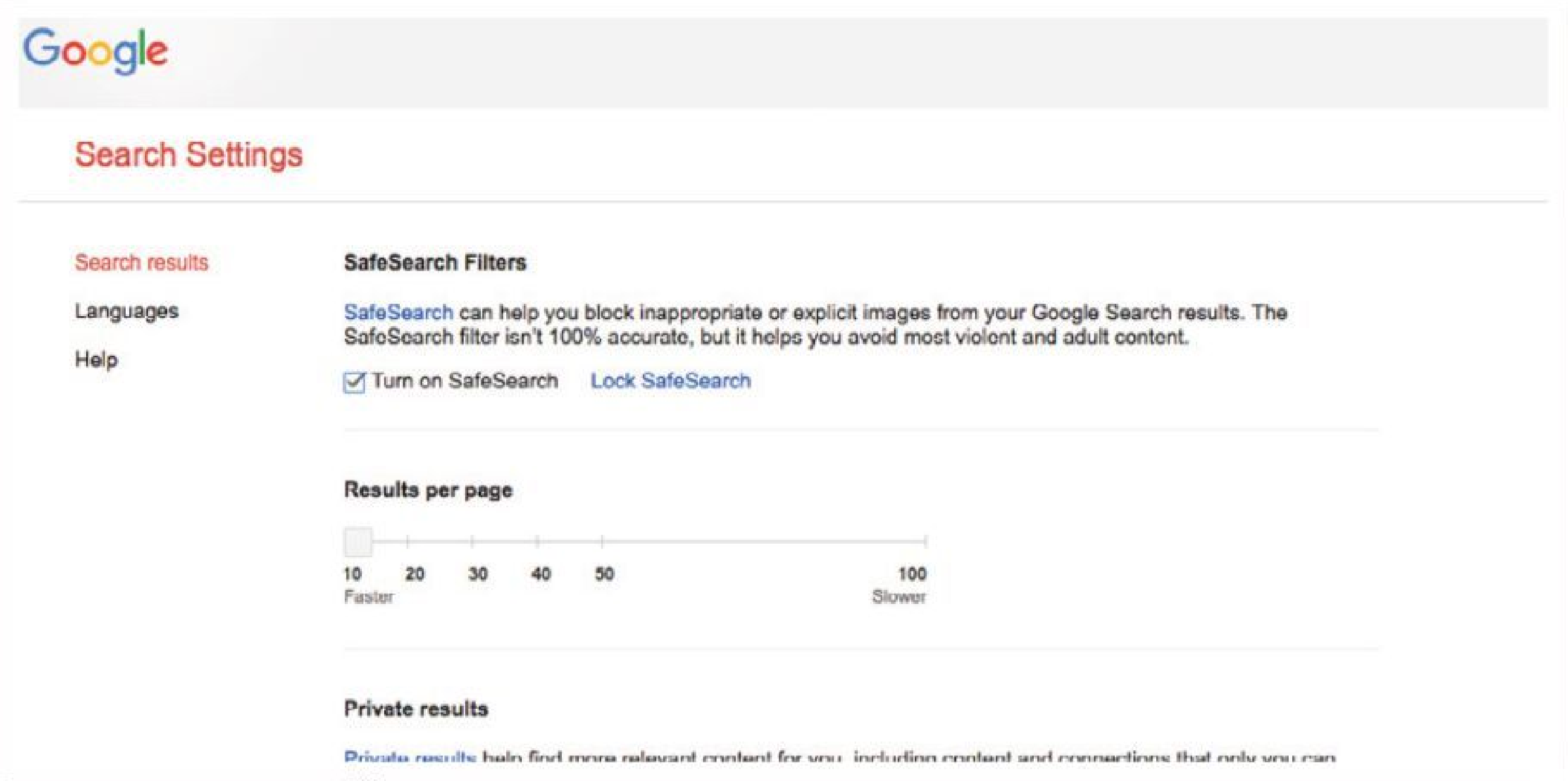
NEW MOVIE TRAILERS (2018) Best Upcoming Movie Traile
https://www.youtube.com/watch?v=bVpsQYvps10
25 Nov 2017 - Uploaded by 9 Media
First Comment Gets Pinned To The Top! Make it a good one. Turn on Notifications and join the #9Squad ...

Movie Trailers - YouTube
https://www.youtube.com/channel/UCraZuY2kjbsiRNBIHuUQQRg ▾
Please Subscribe to stay updated with the the Latest **Movie Trailers**. **Movie Trailer** is the No 1 destination for all movie fans to catch the latest movie trail...

SWINGING SAFARI Official Trailer (2018) Movie Trailers HD - YouTube
https://www.youtube.com/watch?v=fTiuLJ9wa5I
24 Nov 2017 - Uploaded by 9 Media

Step 2

› At the top of the search settings screen you should see a Safe Search on/off link. Click the turn on Safe Search link to activate it. You can lock Safe Search on by selecting this option too.


Google
Search Settings
Search results
Languages
Help
Lock SafeSearch
10
20
30
40
50
100
Faster
Slower

SafeSearch Filters

SafeSearch can help you block inappropriate or explicit images from your Google Search results. The SafeSearch filter isn't 100% accurate, but it helps you avoid most violent and adult content.

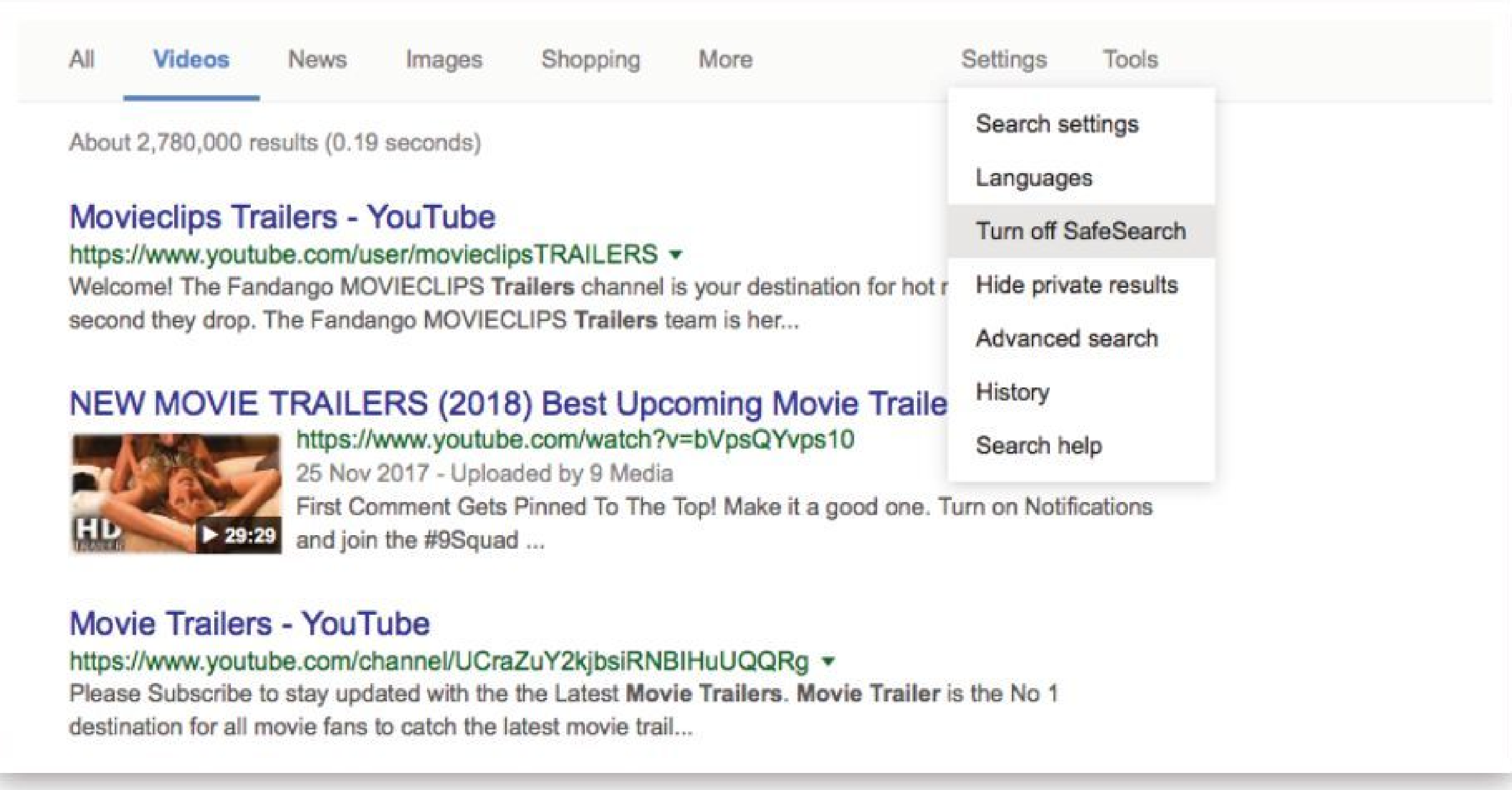
☑ Turn on SafeSearch

Results per page

Private results

Step 3

› If you want the page to display all results, regardless of content, DO NOT activate Safe Search. If you have changed your mind you can deactivate via the Settings link at the top of the page.


All
Videos
News
Images
Shopping
More
Settings
Tools
Search settings
Languages
Turn off SafeSearch
Hide private results
Advanced search
History
Search help
HD
▶ 29:29

About 2,780,000 results (0.19 seconds)

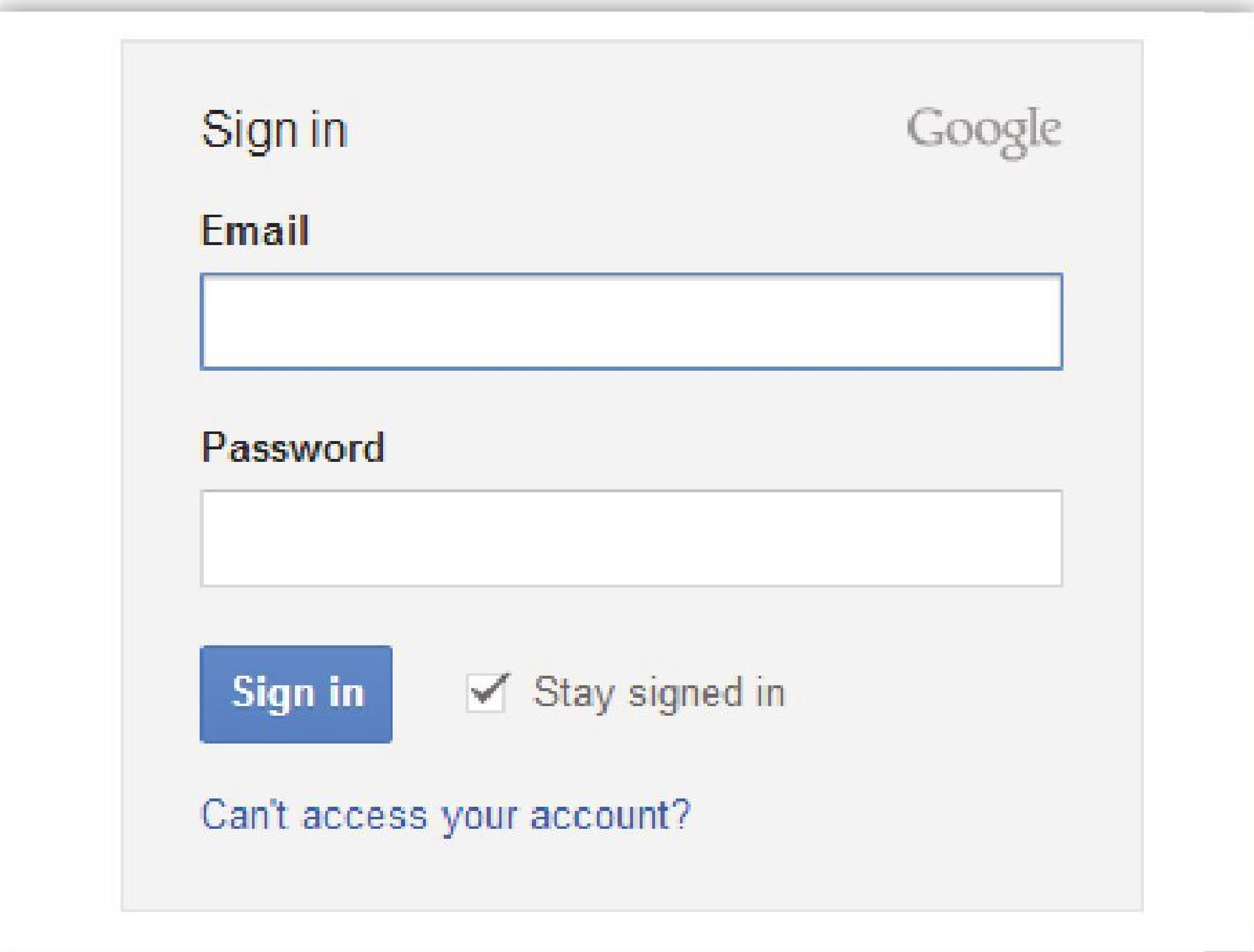
Movieclips Trailers - YouTube
https://www.youtube.com/user/movieclipsTRAILERS ▾
Welcome! The Fandango MOVIECLIPS **Trailers** channel is your destination for hot r
second they drop. The Fandango MOVIECLIPS **Trailers** team is her...

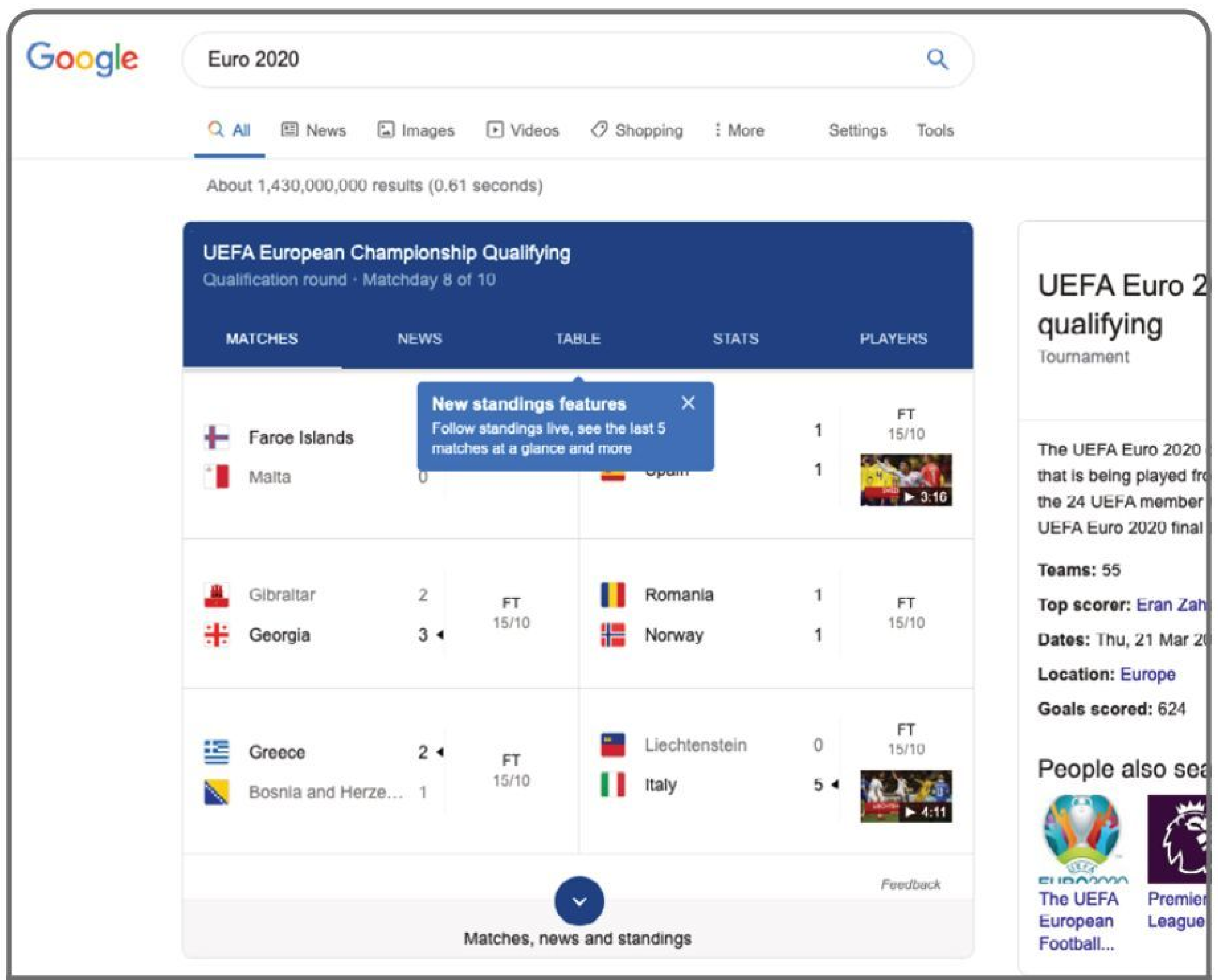
NEW MOVIE TRAILERS (2018) Best Upcoming Movie Traile
https://www.youtube.com/watch?v=bVpsQYvps10
25 Nov 2017 - Uploaded by 9 Media
First Comment Gets Pinned To The Top! Make it a good one. Turn on Notifications and join the #9Squad ...

Movie Trailers - YouTube
https://www.youtube.com/channel/UCraZuY2kjbsiRNBIHuUQQRg ▾
Please Subscribe to stay updated with the the Latest **Movie Trailers**. **Movie Trailer** is the No 1 destination for all movie fans to catch the latest movie trail...

Step 4

› Your browser should remember the setting when you next use Google search. If you want to make sure that the safe search setting is not changed, you will have to sign in to a Google account.


Sign in
Google
Email
Password
Sign in
☑ Stay signed in
Can't access your account?


Google
Euro 2020
All
News
Images
Videos
Shopping
More
Settings
Tools
MATCHES
NEWS
TABLE
STATS
PLAYERS
▶ 3:16
▶ 4:11
Feedback
Matches, news and standings
People also sea
The UEFA European Football...
Premier League

About 1,430,000,000 results (0.61 seconds)

UEFA European Championship Qualifying
Qualification round · Matchday 8 of 10

New standings features
Follow standings live, see the last 5 matches at a glance and more

Faroe Islands Malta	 0		 Spain	1 1	FT 15/10
Gibraltar Georgia	2 3 ◂	FT 15/10	Romania Norway	1 1	FT 15/10
Greece Bosnia and Herze…	2 ◂ 1	FT 15/10	Liechtenstein Italy	0 5 ◂	FT 15/10

UEFA Euro 2
qualifying
Tournament

The UEFA Euro 2020
that is being played fr
the 24 UEFA member
UEFA Euro 2020 final

Teams: 55
Top scorer: Eran Zah
Dates: Thu, 21 Mar 2
Location: Europe
Goals scored: 624

Instant Updates

Based upon your search results, you will receive additional information that is relevant to the subject. For this example we searched for a sports team and results also shows their latest fixtures and results.
Specific search results also contain a downward pointing arrow at the end of the web link, click to show these.

Cached: Google trawls the web and takes snapshots of each page. When you click Cached, you will see the web page as it looked when last indexed by Google. The "Cached" link won't appear for sites that haven't been indexed or for any sites whose owners requested that their content isn't cached.

Similar: Click Similar to see other websites that are related to that result.

Using Specialised Google Search

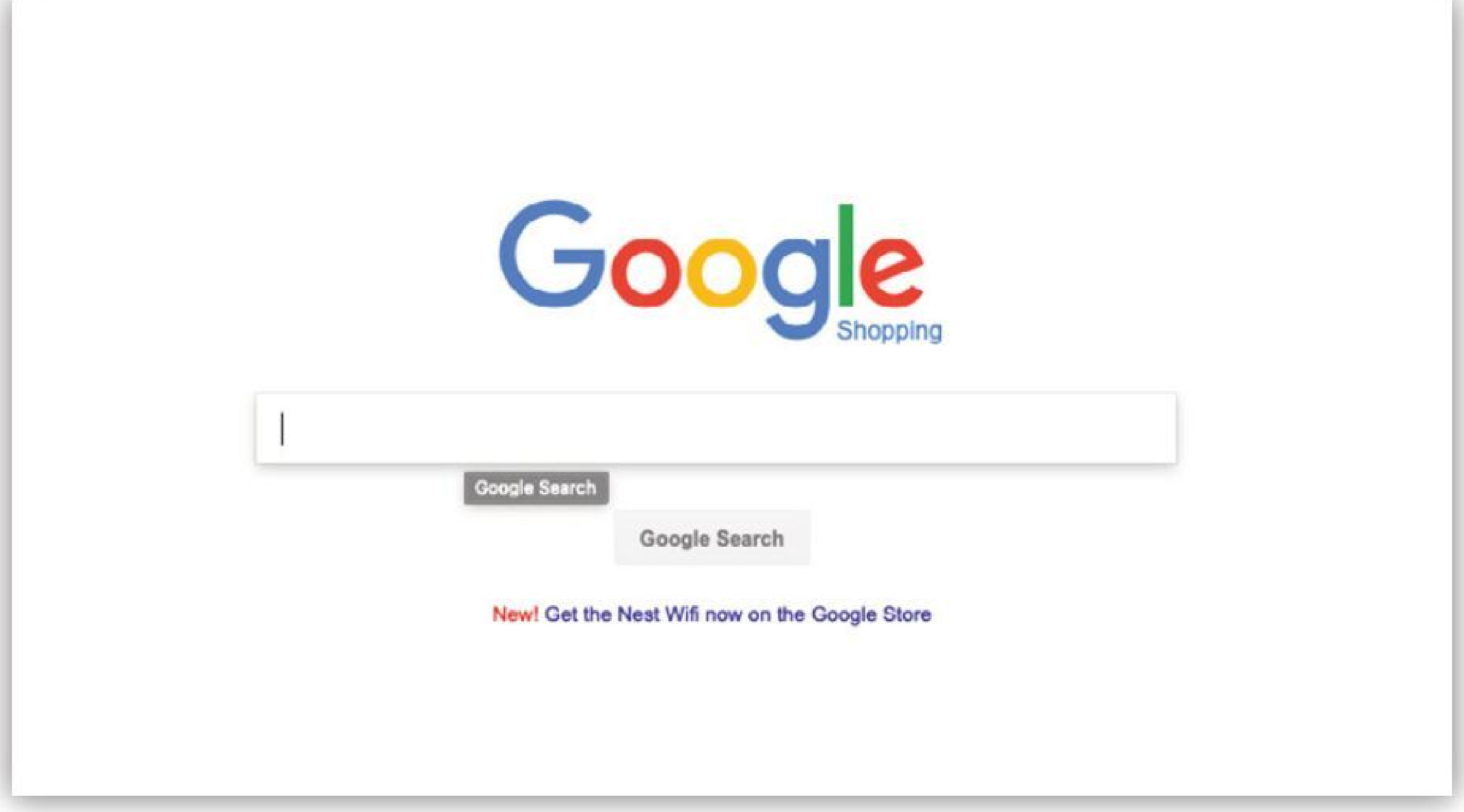
There are several specialised search tools, letting you cut through all the unwanted information and just see results from, for example, blogs, shopping sites or scholarly papers. You can access these search pages at any time from the Chrome browser or Google Home page.

Shopping Search

This feature allows you to search only shopping results for any term you enter into the search box on Google.

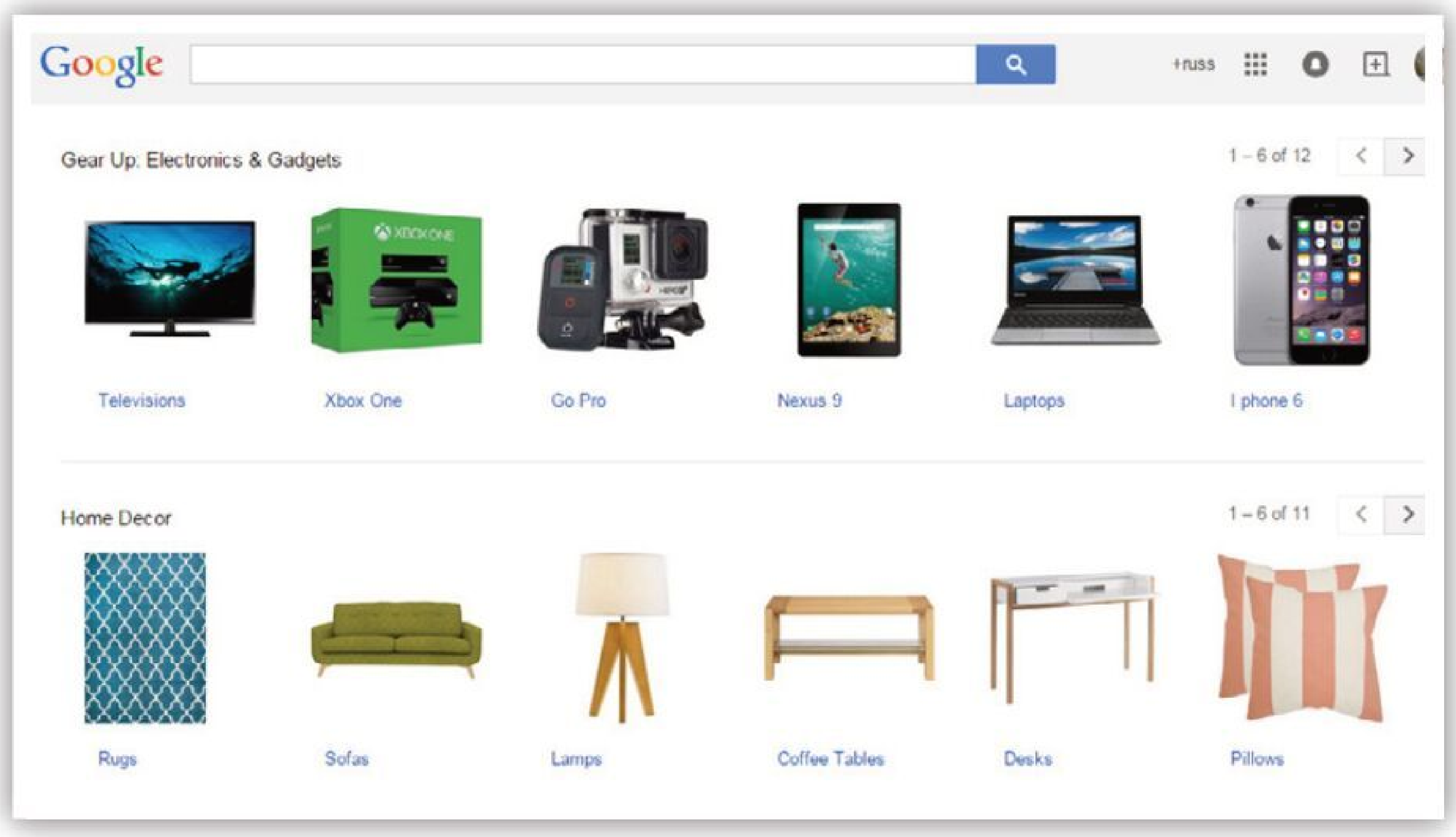
Step 1

❱ You can open the Shopping search screen by typing www.google.co.uk/shopping into your browser address field. Your browser should automatically detect your location and filter any results to your own currency.


Google
Shopping
Google Search
Google Search
New! Get the Nest Wifi now on the Google Store

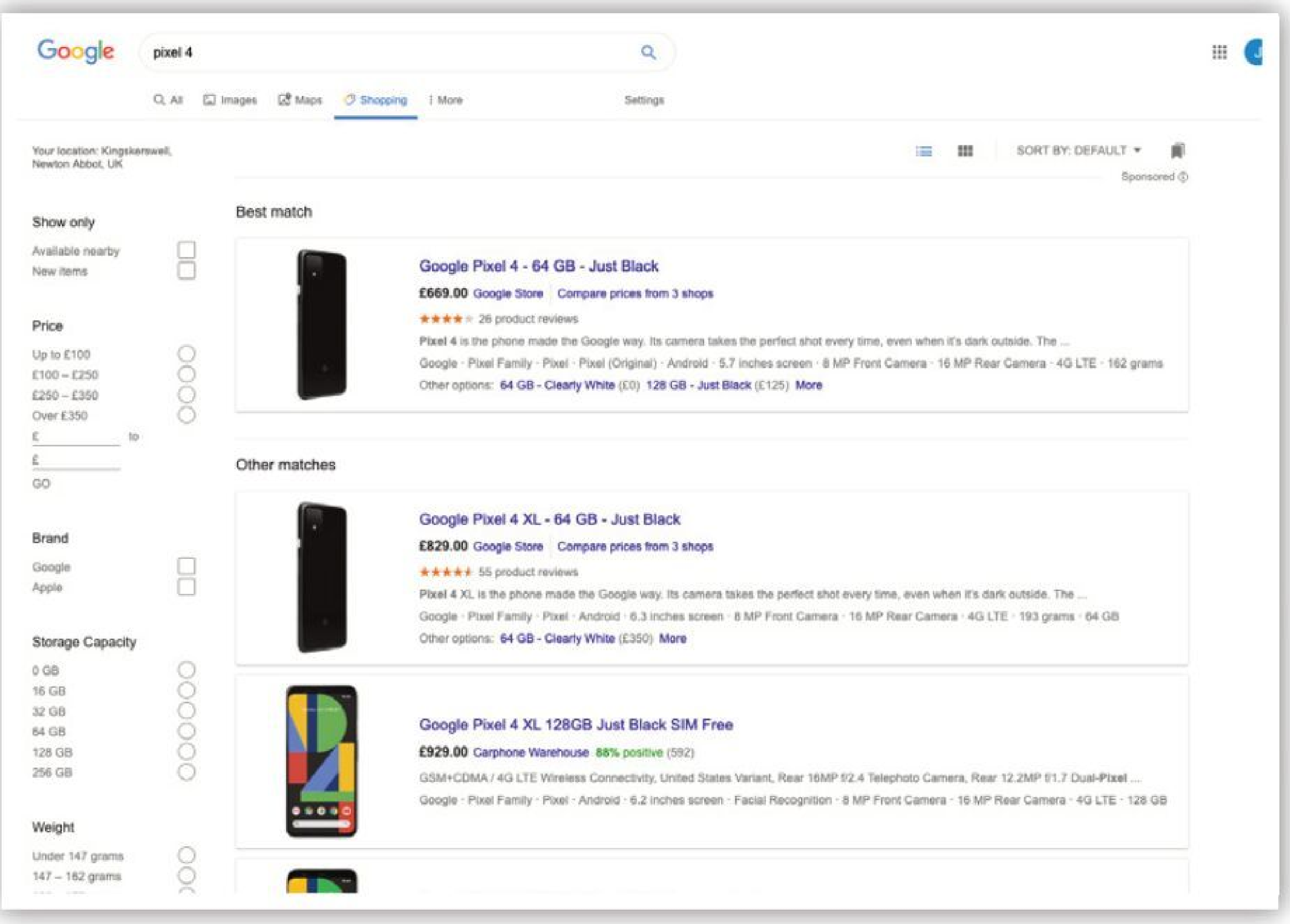
Step 2

❱ You will see that the shopping search screen is very different from a standard Google search screen, with products shown in sections such as electronics, clothing and even as specific as Nexus 6. What is shown depends on your search history in Google.


Google
Gear Up: Electronics & Gadgets
1 – 6 of 12
Televisions
Xbox One
Go Pro
Nexus 9
Laptops
I phone 6
Home Decor
1 – 6 of 11
Rugs
Sofas
Lamps
Coffee Tables
Desks
Pillows

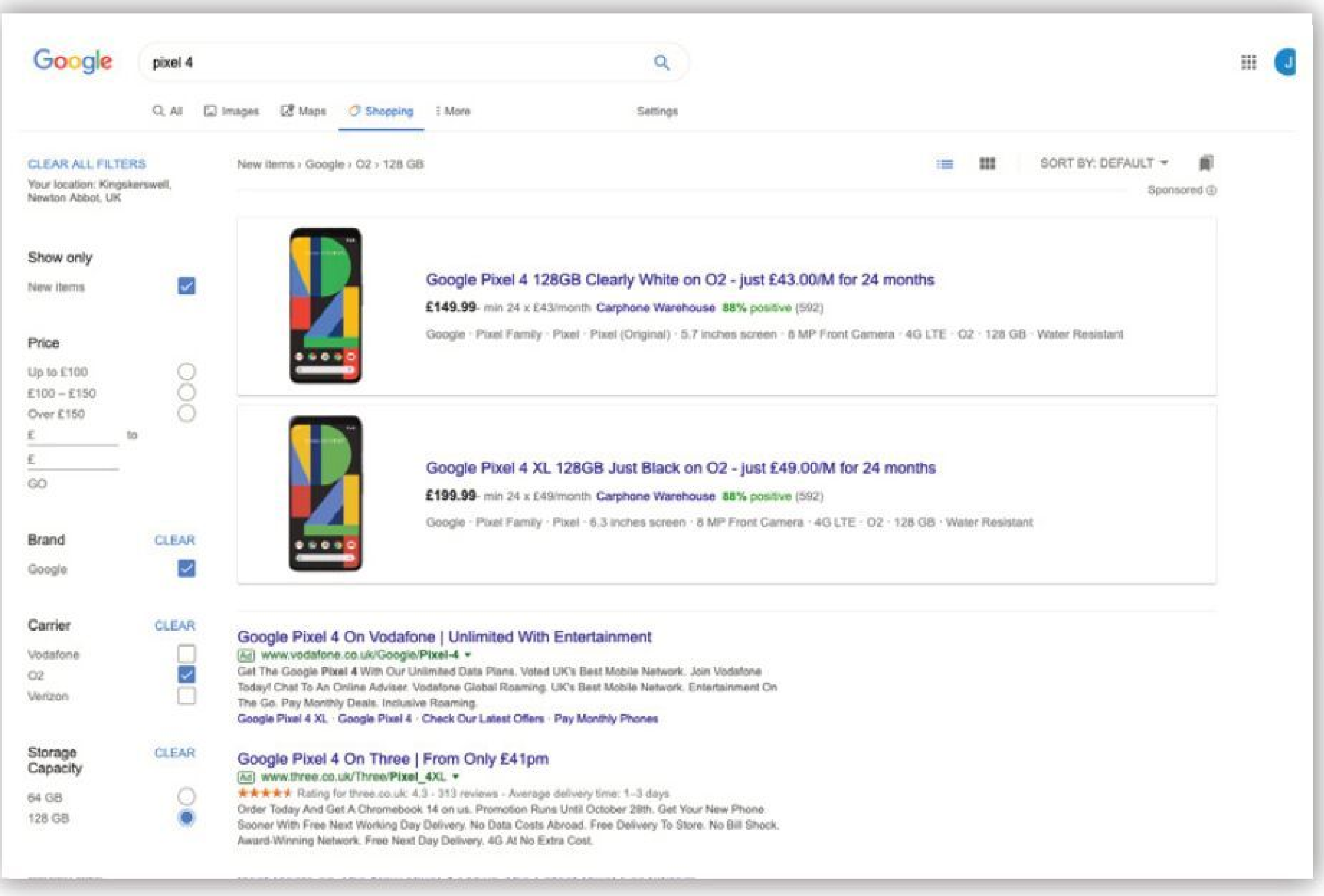
Step 3

❱ Clicking on one of the product sections will display a list of results for that type of product. Alternatively, you can type a search term into the search field at the top as you would normally in Google.


Google
pixel 4
Best match
Other matches
Show only
Price
Brand
Storage Capacity
Weight

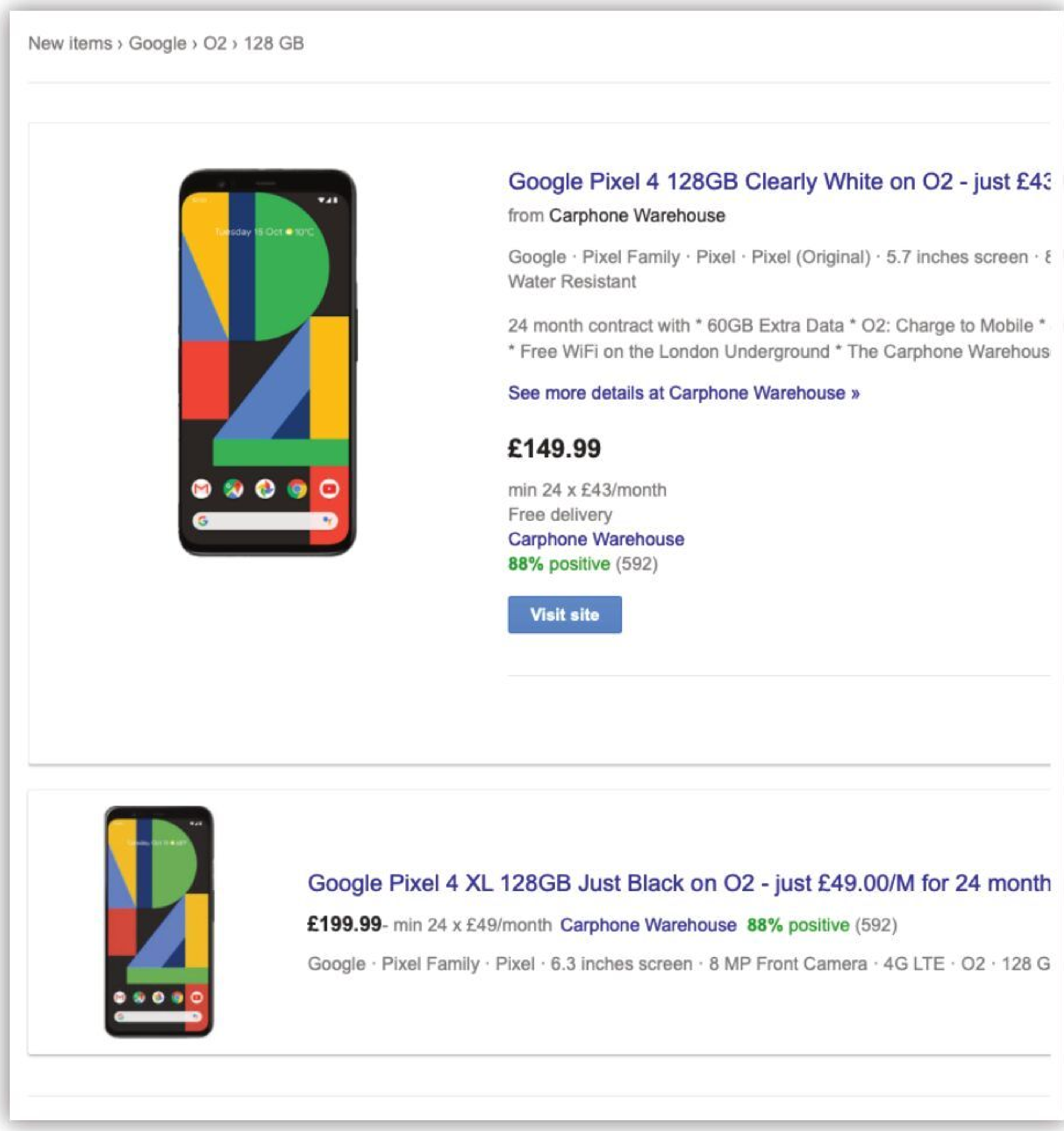
Step 4

❱ Once the results are shown, you will see that there are several filters down the left-hand side of the screen. These allow you to filter results by specific manufacturer, price, size (depending on the product type) and several others.


Google
pixel 4
CLEAR ALL FILTERS
Show only
Price
Brand
Carrier
Storage Capacity

Step 5

› Click the title of a product you are interested in and a box will expand to show more information, including a range of prices. You can then add the item to a shortlist by clicking the Shortlist button. This allows you to refer back to it easily later.

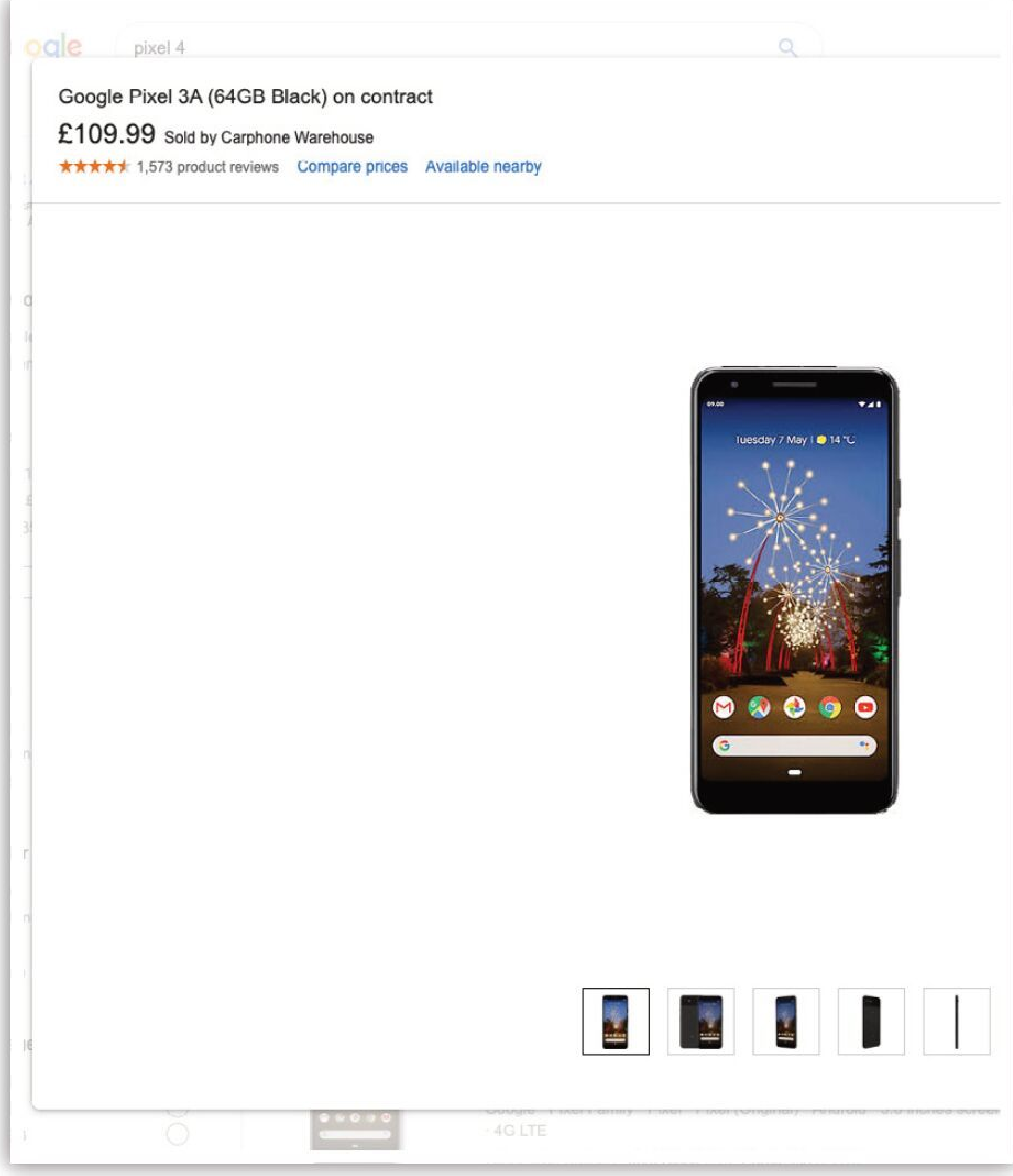

New items › Google › O2 › 128 GB

Google Pixel 4 128GB Clearly White on O2 - just £43
from Carphone Warehouse
Google · Pixel Family · Pixel · Pixel (Original) · 5.7 inches screen ·
Water Resistant
24 month contract with * 60GB Extra Data * O2: Charge to Mobile *
* Free WiFi on the London Underground * The Carphone Warehous
See more details at Carphone Warehouse »
£149.99
min 24 x £43/month
Free delivery
Carphone Warehouse
88% positive (592)

Google Pixel 4 XL 128GB Just Black on O2 - just £49.00/M for 24 month
£199.99- min 24 x £49/month Carphone Warehouse 88% positive (592)
Google · Pixel Family · Pixel · 6.3 inches screen · 8 MP Front Camera · 4G LTE · O2 · 128 G

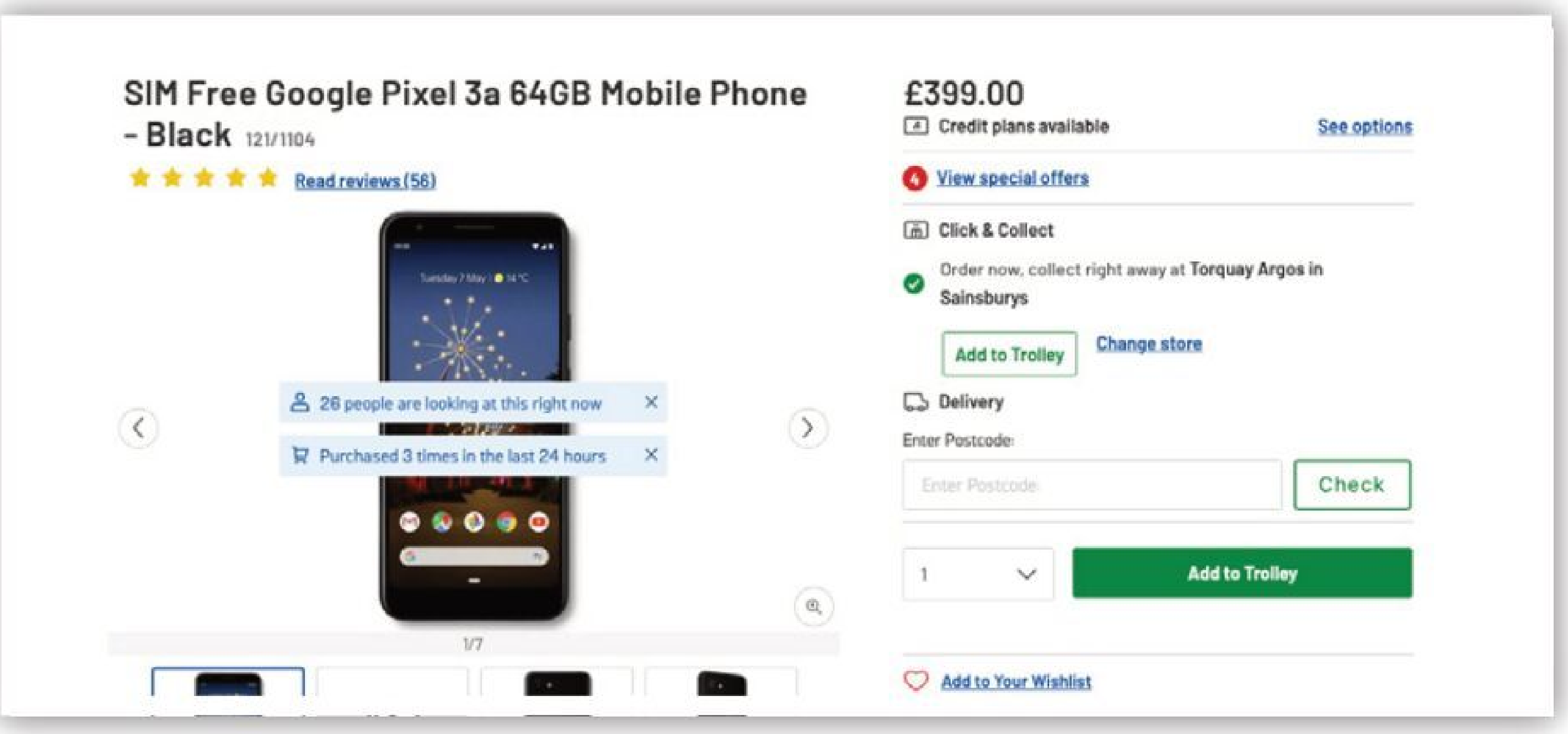
Step 6

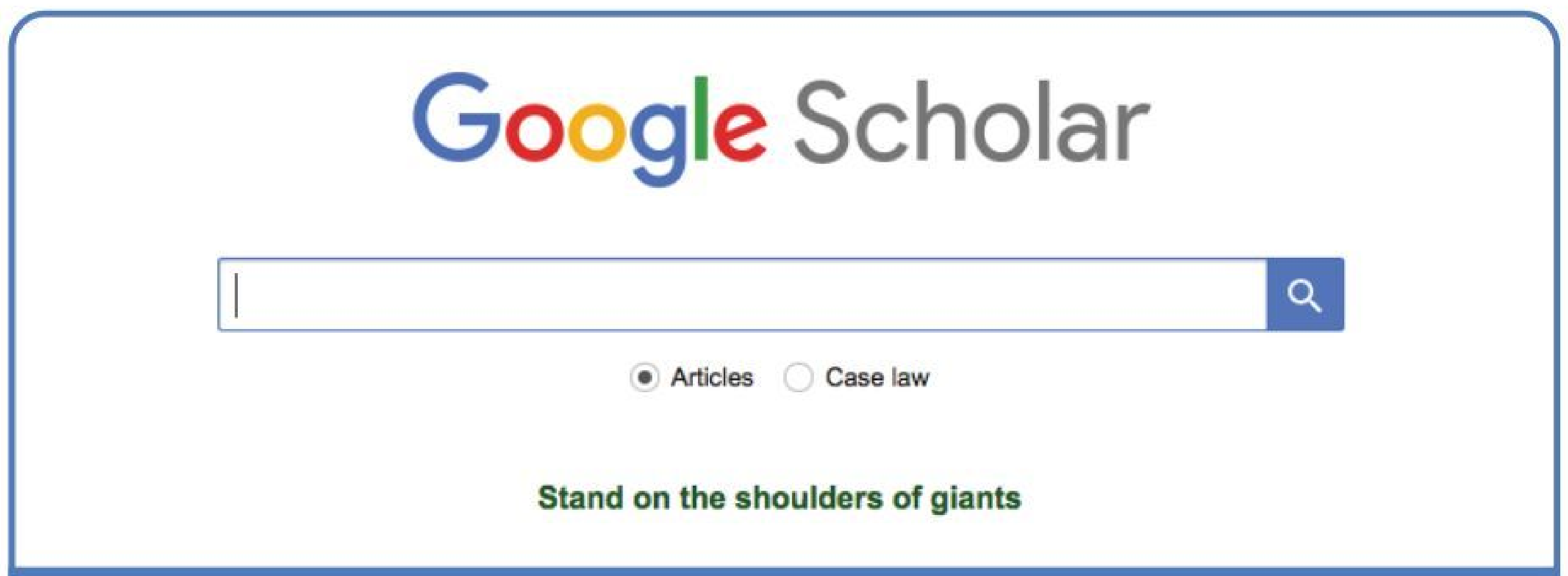
› If you click the product title a second time when the box is open, it will expand into a full screen page. This page lists all available prices and sellers, along with reviews of the product if they are available online.


Google Pixel 3A (64GB Black) on contract
£109.99 Sold by Carphone Warehouse
★★★★★ 1,573 product reviews
pixel 4
Compare prices
Available nearby

Step 7

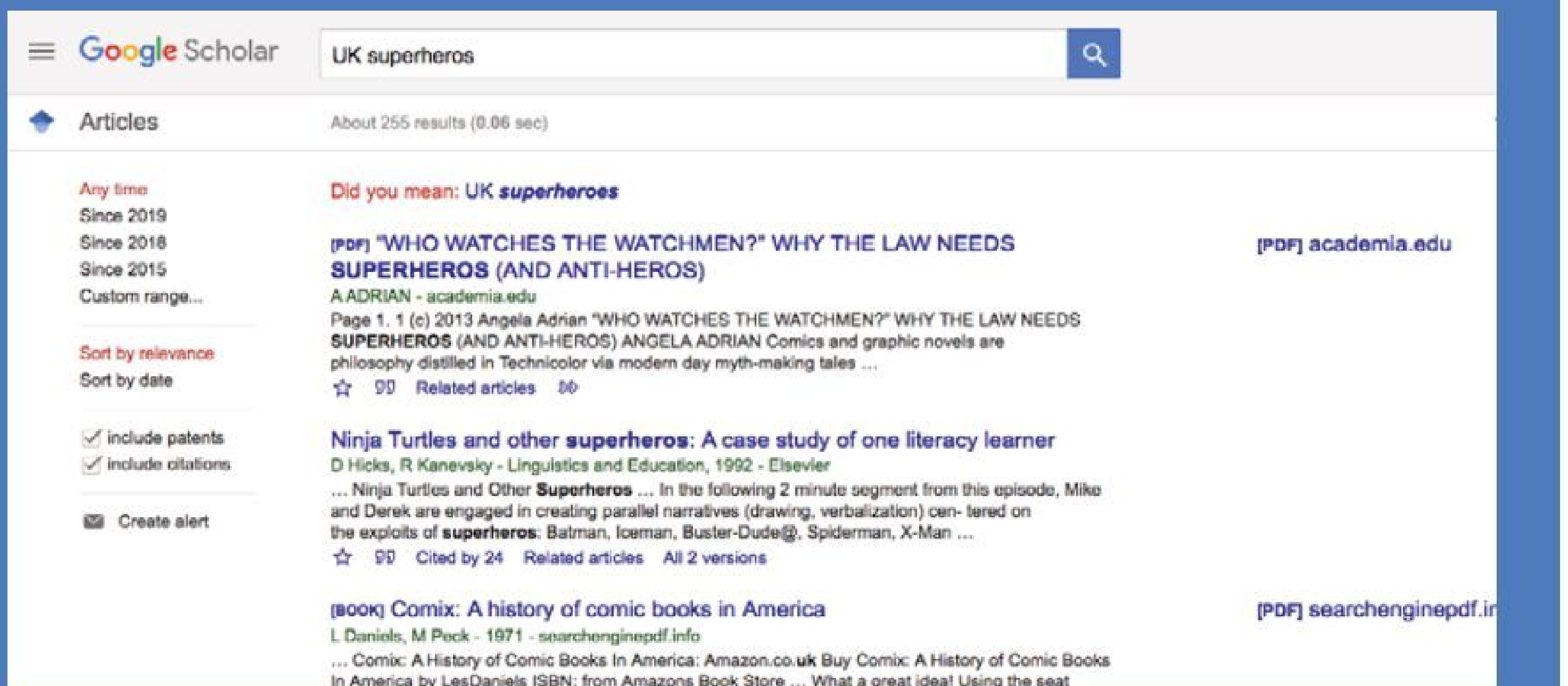
› You can click directly to the item, via your preferred retailer, by clicking the link from the list at the bottom of the page. NOTE: On rare occasions the price linked may not match that of the retailer, so take care to check.


SIM Free Google Pixel 3a 64GB Mobile Phone - Black 121/1104
★★★★★ Read reviews (56)
26 people are looking at this right now
Purchased 3 times in the last 24 hours
£399.00
Credit plans available
Order now, collect right away at Torquay Argos in Sainsburys
Enter Postcode:
See options
View special offers
Click & Collect
Add to Trolley
Change store
Delivery
Enter Postcode
Check
1
Add to Trolley
Add to Your Wishlist
1/7


Google Scholar
● Articles ○ Case law
Stand on the shoulders of giants

Google Scholar Search

Google Scholar (www.scholar.google.com) provides a simple way to broadly search for scholarly literature. From one place, you can search across many disciplines and sources: articles, theses, books, abstracts and court opinions, from academic publishers, professional societies, online repositories, universities and other websites. Google Scholar helps you find relevant work across the world of scholarly research.


Google Scholar
UK superheros
Articles
Any time
Since 2019
Since 2018
Since 2015
Custom range...
Sort by relevance
Sort by date
include patents
include citations
Create alert
About 255 results (0.06 sec)
Did you mean: UK *superheroes*

[PDF] "WHO WATCHES THE WATCHMEN?" WHY THE LAW NEEDS SUPERHEROS (AND ANTI-HEROS) [PDF] academia.edu
A ADRIAN - academia.edu
Page 1. 1 (c) 2013 Angela Adrian "WHO WATCHES THE WATCHMEN?" WHY THE LAW NEEDS **SUPERHEROS** (AND ANTI-HEROS) ANGELA ADRIAN Comics and graphic novels are philosophy distilled in Technicolor via modern day myth-making tales ...
☆ 99 Related articles

Ninja Turtles and other **superheros**: A case study of one literacy learner
D Hicks, R Kanevsky - Linguistics and Education, 1992 - Elsevier
... Ninja Turtles and Other **Superheros** ... In the following 2 minute segment from this episode, Mike and Derek are engaged in creating parallel narratives (drawing, verbalization) cen- tered on the exploits of **superheros**: Batman, Iceman, Buster-Dude@, Spiderman, X-Man ...
☆ 99 Cited by 24 Related articles All 2 versions

[BOOK] Comix: A history of comic books in America [PDF] searchenginepdf.i
L Daniels, M Peck - 1971 - searchenginepdf.info
... Comix: A History of Comic Books In America: Amazon.co.**uk** Buy Comix: A History of Comic Books In America by LesDaniels ISBN: from Amazons Book Store ... What a great idea! Using the seat

Features:

- **Search all scholarly literature from one convenient place**
- **Explore related works, citations, authors and publications**
- **Locate the complete document through your library or on the web**
- **Keep up with recent developments in any area of research**
- **Create a public author profile**

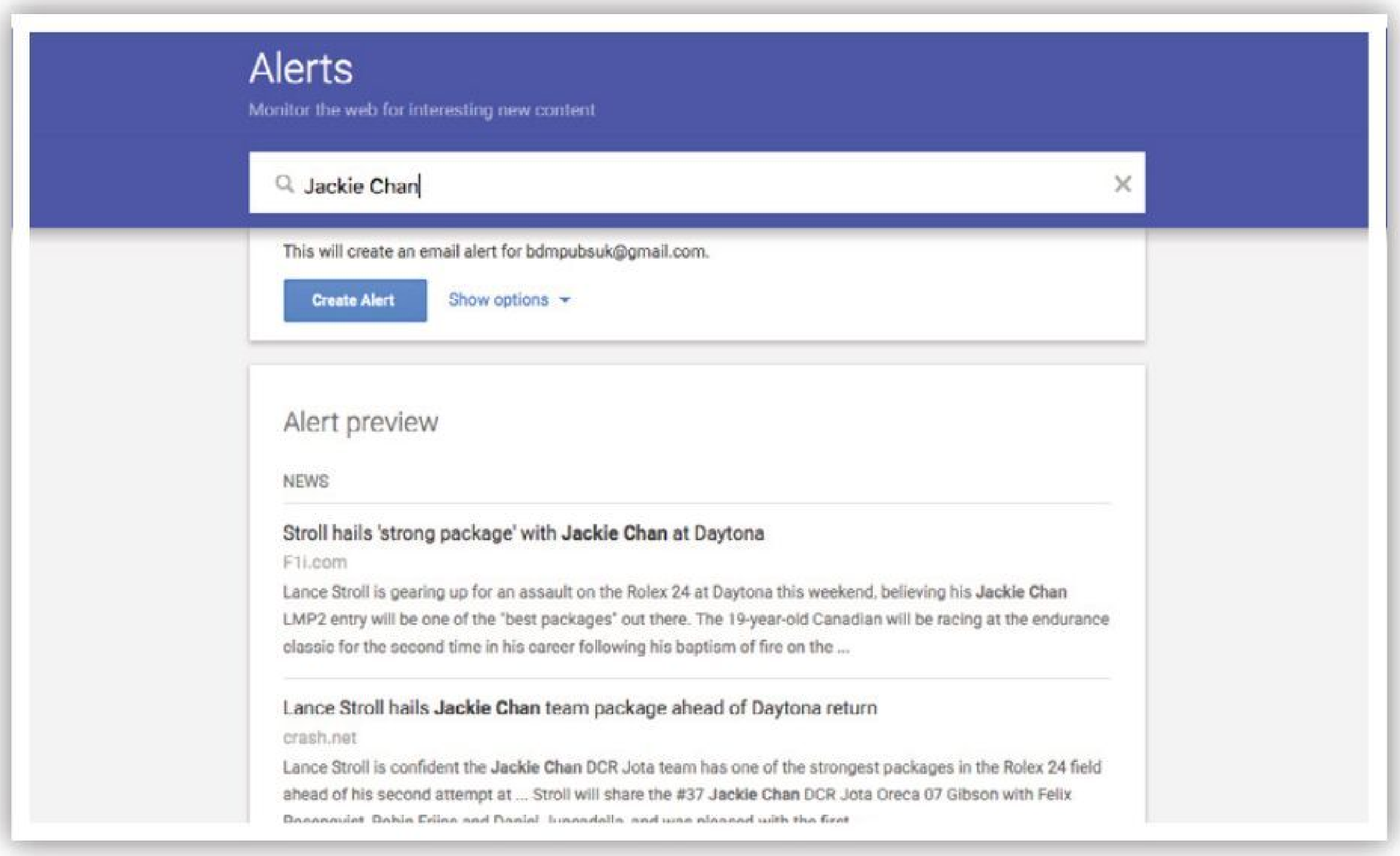
How to Create Google Alerts

You can use Google Alerts to monitor anything on the web and then have links to any matching content sent directly to your email address each day, or when new content is available.

Setting Up Alerts

Step 1

❱ To get started setting up an alert, navigate to www.google.co.uk/alerts. Enter your query just as if you were doing a normal Google search. You can use the various Google search options, including quotes, minus sign, to exclude words and the site prefix to find specific types of website.


Alerts
Monitor the web for interesting new content
Create Alert
Show options
Alert preview
NEWS

Jackie Chan

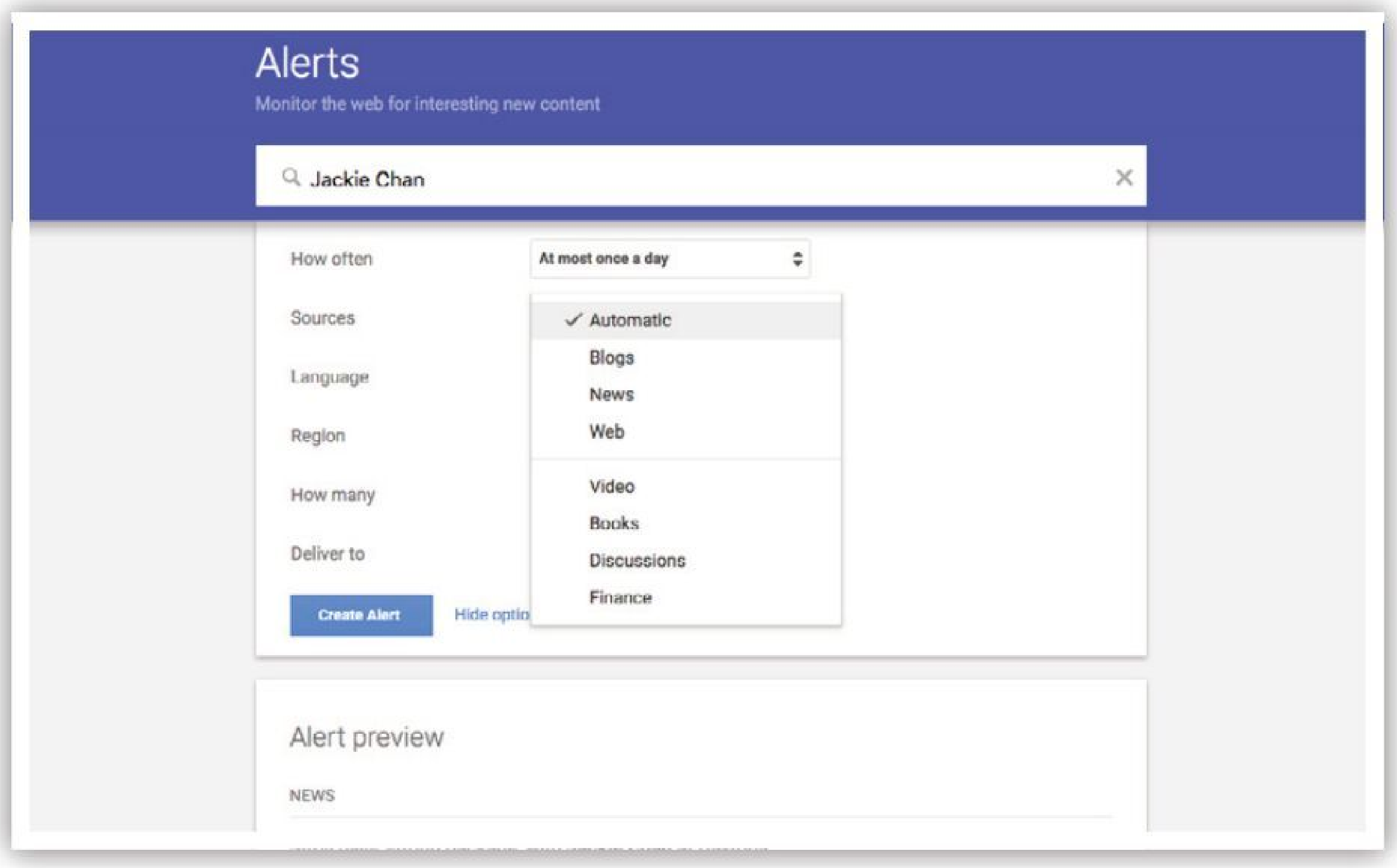
This will create an email alert for bdmpubsuk@gmail.com.

Stroll hails 'strong package' with Jackie Chan at Daytona
F1i.com
Lance Stroll is gearing up for an assault on the Rolex 24 at Daytona this weekend, believing his **Jackie Chan** LMP2 entry will be one of the "best packages" out there. The 19-year-old Canadian will be racing at the endurance classic for the second time in his career following his baptism of fire on the ...

Lance Stroll hails Jackie Chan team package ahead of Daytona return
crash.net
Lance Stroll is confident the **Jackie Chan** DCR Jota team has one of the strongest packages in the Rolex 24 field ahead of his second attempt at ... Stroll will share the #37 **Jackie Chan** DCR Jota Oreca 07 Gibson with Felix

Step 2

❱ Using the Show options menu, you can choose to tell Google to only provide content of a specific type (videos, for example) or you can request that every type of result is sent to you. Everything alerts include results from Google Web Search, Google Blog Search and Google News.

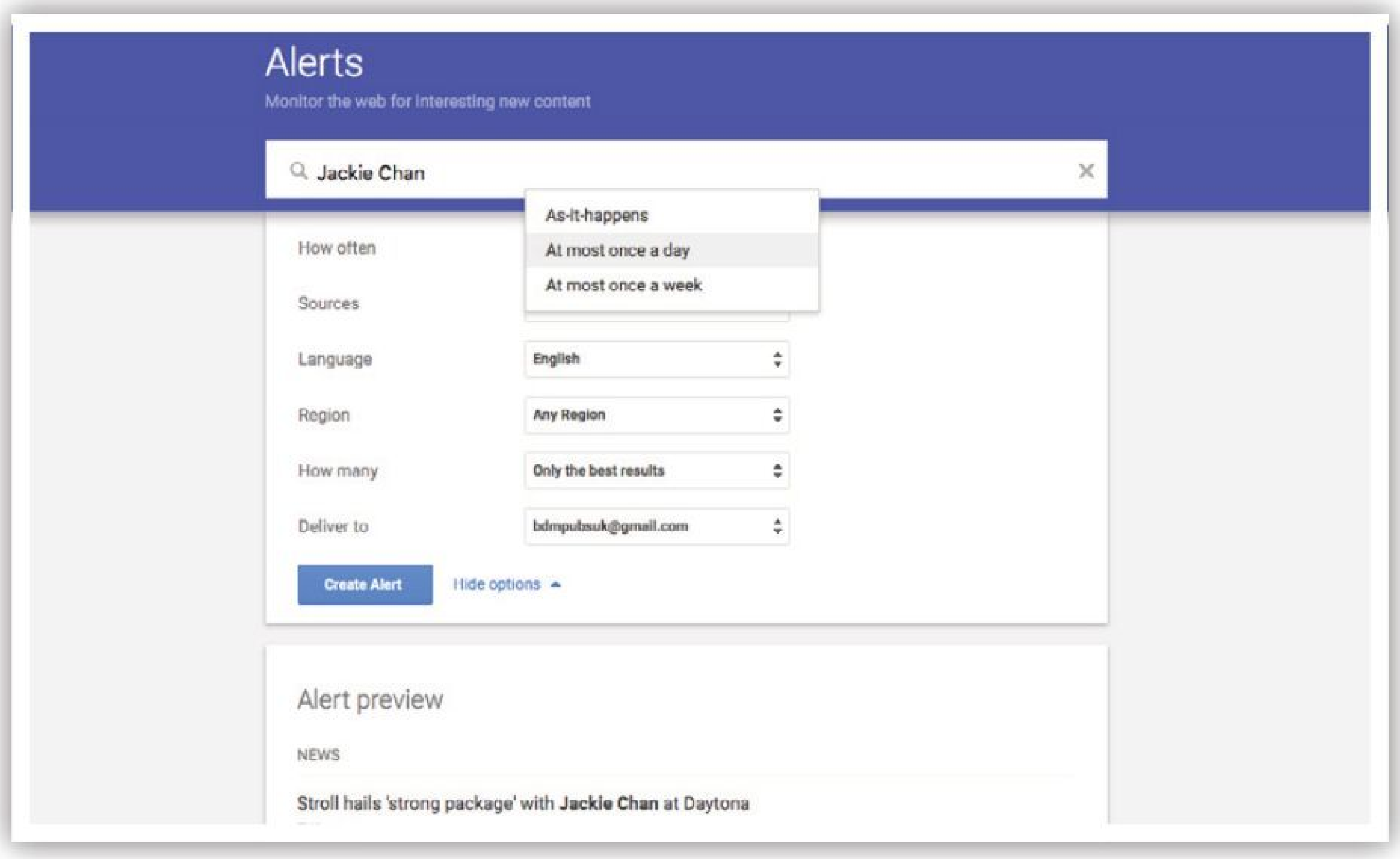

Alerts
Monitor the web for interesting new content
Sources
Language
Region
How many
Deliver to
✓ Automatic
Blogs
News
Web
Video
Books
Discussions
Finance
Create Alert
Hide optio
Alert preview
NEWS

Jackie Chan

How often: At most once a day

Step 3

❱ The next step is to choose a delivery rate. The default is once a day: Google Alerts checks for new results once per day and emails you if it finds new results. Depending on the subject, Google may not be able to deliver alerts daily. Alerts on these subjects will be sent, when they are available for you.


Alerts
Monitor the web for interesting new content
How often
As-it-happens
At most once a day
At most once a week
Sources
Create Alert
Hide options
Alert preview
NEWS

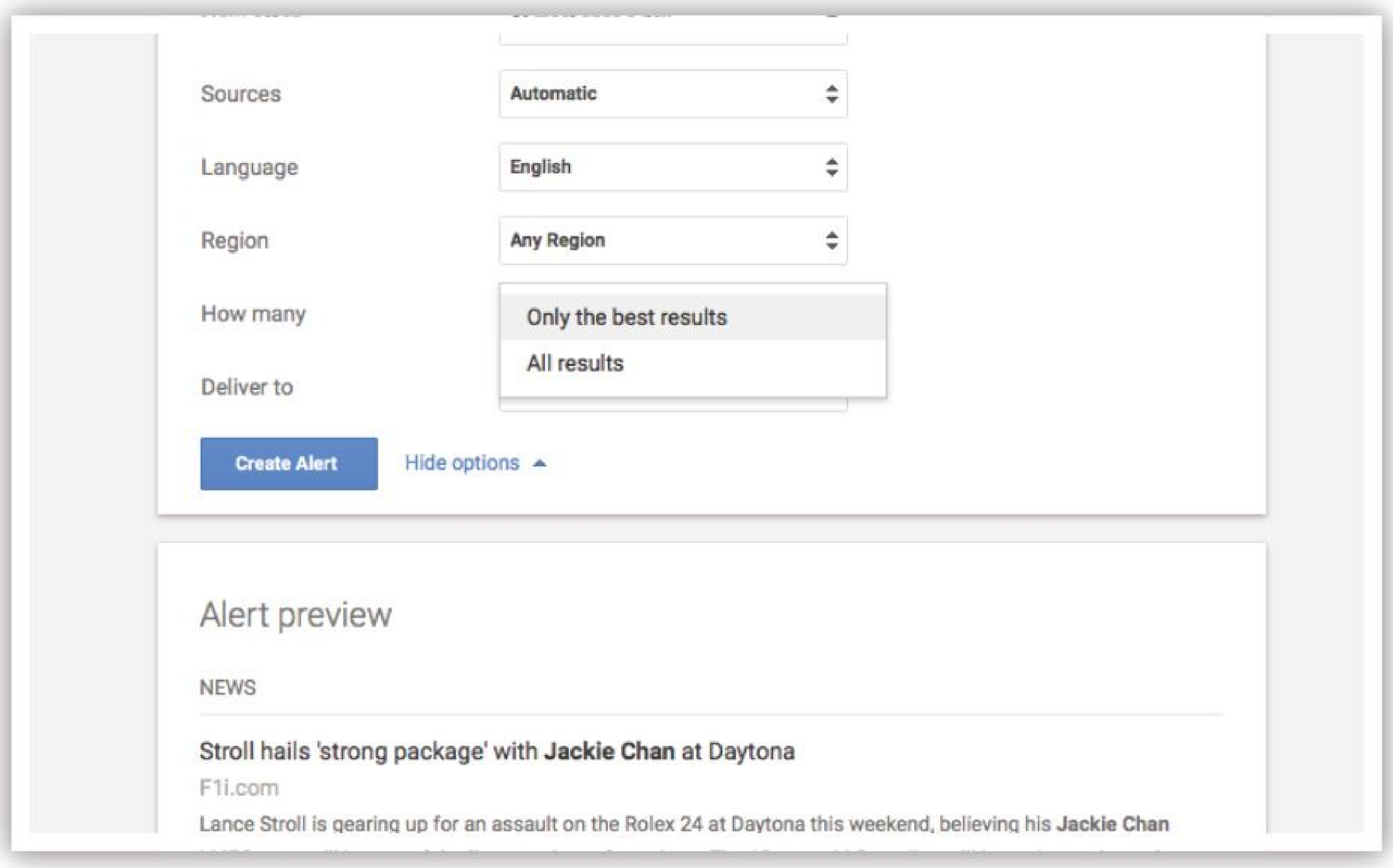
Jackie Chan

Language: English
Region: Any Region
How many: Only the best results
Deliver to: bdmpubsuk@gmail.com

Stroll hails 'strong package' with Jackie Chan at Daytona

Step 4

❱ To help you avoid an alert email full of low quality results, you can change the volume of the alerts to "Only the best results". This allows Google to filter results to those most relevant to your query and those of high quality. If you prefer, you can change this setting to "All results".

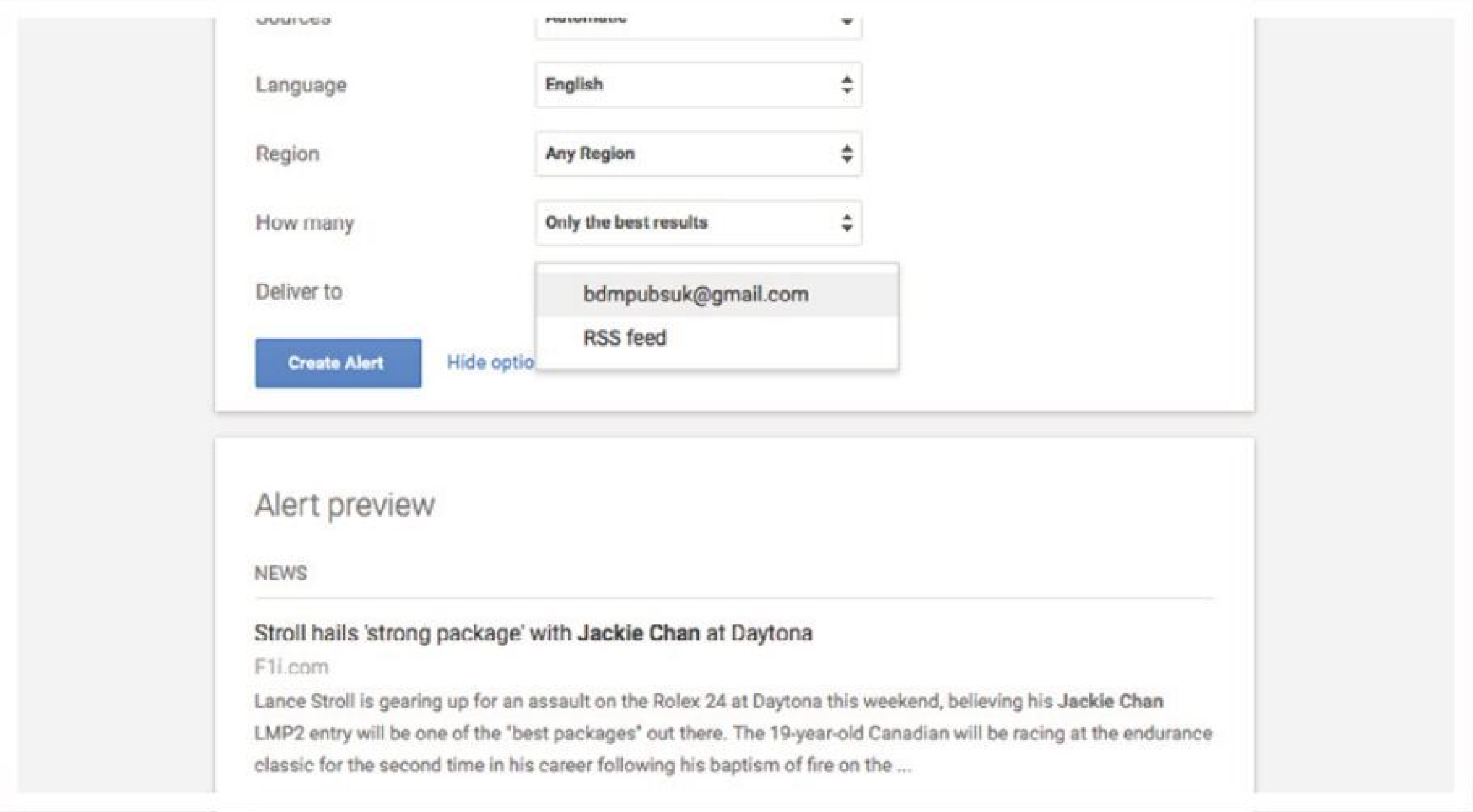

How many
Only the best results
All results
Deliver to
Create Alert
Hide options
Alert preview
NEWS

Sources: Automatic
Language: English
Region: Any Region

Stroll hails 'strong package' with Jackie Chan at Daytona
F1i.com
Lance Stroll is gearing up for an assault on the Rolex 24 at Daytona this weekend, believing his **Jackie Chan**

Step 5

› Enter the email address to which you want your alerts delivered. Google will protect your email address and will not use it to spam you with offers for any other product or service. If you aren't signed in to a Google Account when you create an alert, Google will send you a verification email.



Language: English
Region: Any Region
How many: Only the best results
Deliver to: bdmpubsuk@gmail.com / RSS feed

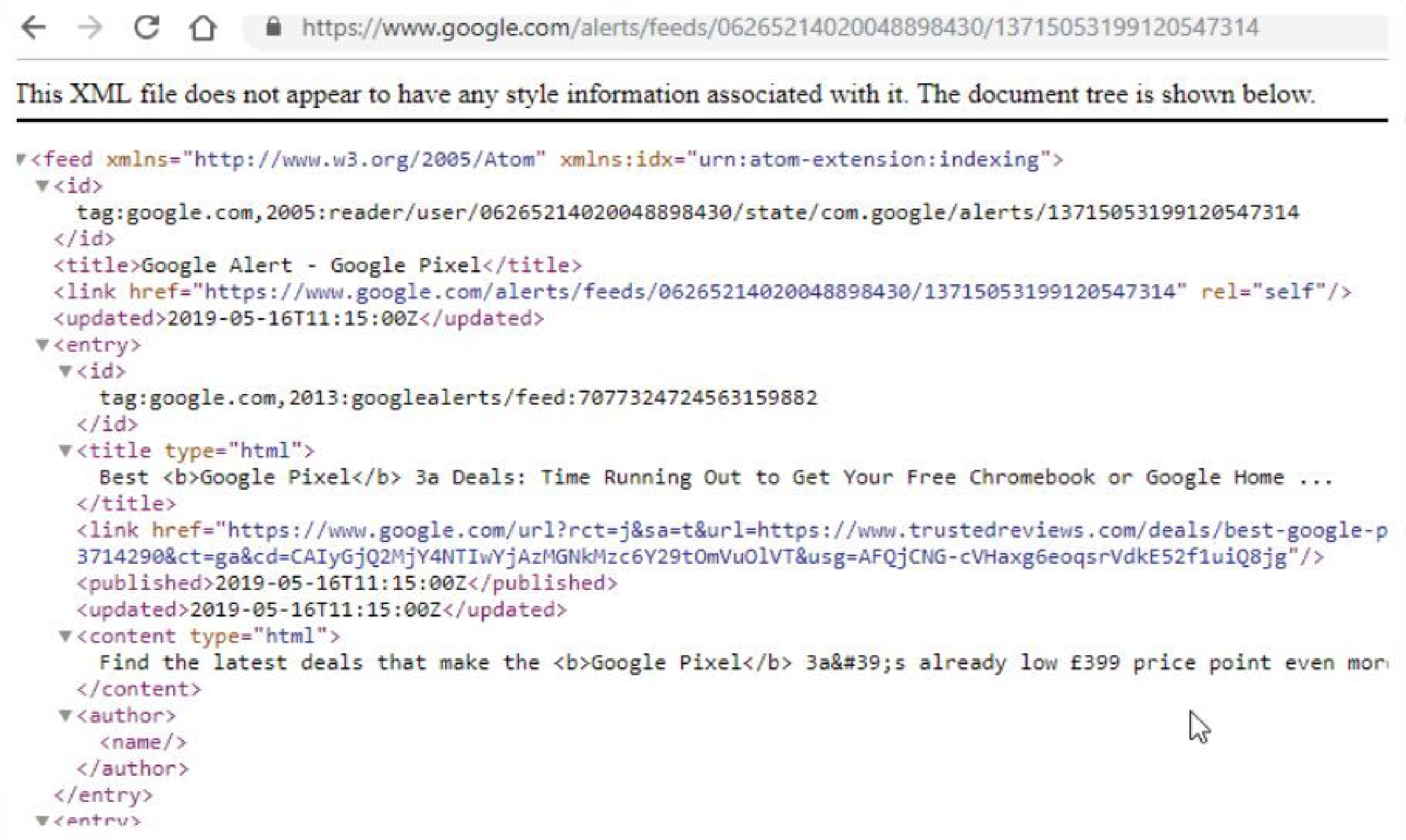
Alert preview

NEWS

Stroll hails 'strong package' with **Jackie Chan** at Daytona
F1i.com
Lance Stroll is gearing up for an assault on the Rolex 24 at Daytona this weekend, believing his **Jackie Chan** LMP2 entry will be one of the "best packages" out there. The 19-year-old Canadian will be racing at the endurance classic for the second time in his career following his baptism of fire on the ...

Step 6

› If you prefer, and if you are signed in to a Google account when creating the alert, you can choose to have the results sent via an RSS feed. Simply sign in and choose the Feed option in the Deliver to field. You can read your feed in any RSS feed reader.



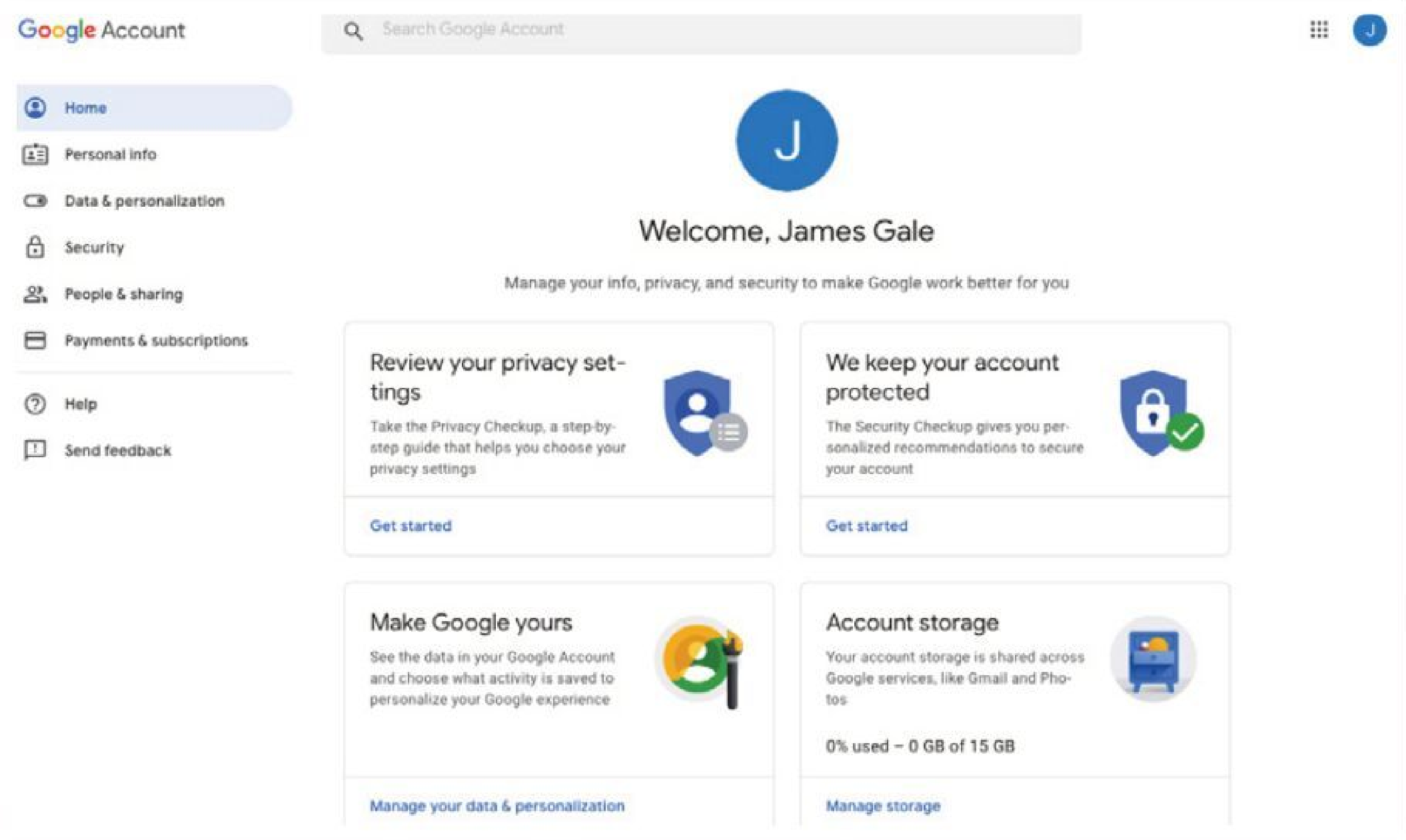
https://www.google.com/alerts/feeds/06265214020048898430/13715053199120547314

This XML file does not appear to have any style information associated with it. The document tree is shown below.

```
▼<feed xmlns="http://www.w3.org/2005/Atom" xmlns:idx="urn:atom-extension:indexing">
  ▼<id>
     tag:google.com,2005:reader/user/06265214020048898430/state/com.google/alerts/13715053199120547314
   </id>
   <title>Google Alert - Google Pixel</title>
   <link href="https://www.google.com/alerts/feeds/06265214020048898430/13715053199120547314" rel="self"/>
   <updated>2019-05-16T11:15:00Z</updated>
  ▼<entry>
    ▼<id>
       tag:google.com,2013:googlealerts/feed:7077324724563159882
     </id>
    ▼<title type="html">
       Best <b>Google Pixel</b> 3a Deals: Time Running Out to Get Your Free Chromebook or Google Home ...
     </title>
     <link href="https://www.google.com/url?rct=j&sa=t&url=https://www.trustedreviews.com/deals/best-google-p
     3714290&ct=ga&cd=CAIyGjQ2MjY4NTIwYjAzMGNkMzc6Y29tOmVuOlVT&usg=AFQjCNG-cVHaxg6eoqsrVdkE52f1uiQ8jg"/>
     <published>2019-05-16T11:15:00Z</published>
     <updated>2019-05-16T11:15:00Z</updated>
    ▼<content type="html">
       Find the latest deals that make the <b>Google Pixel</b> 3a&#39;s already low £399 price point even mor
     </content>
    ▼<author>
       <name/>
     </author>
   </entry>
  ▼<entry>
```

Step 7

› To view any of these Google Alerts, you have to open your email application and check the email addresses that you linked to your Google Account during initial set up. You can check this information at anytime via your account link, top right of your browser.



Welcome, James Gale

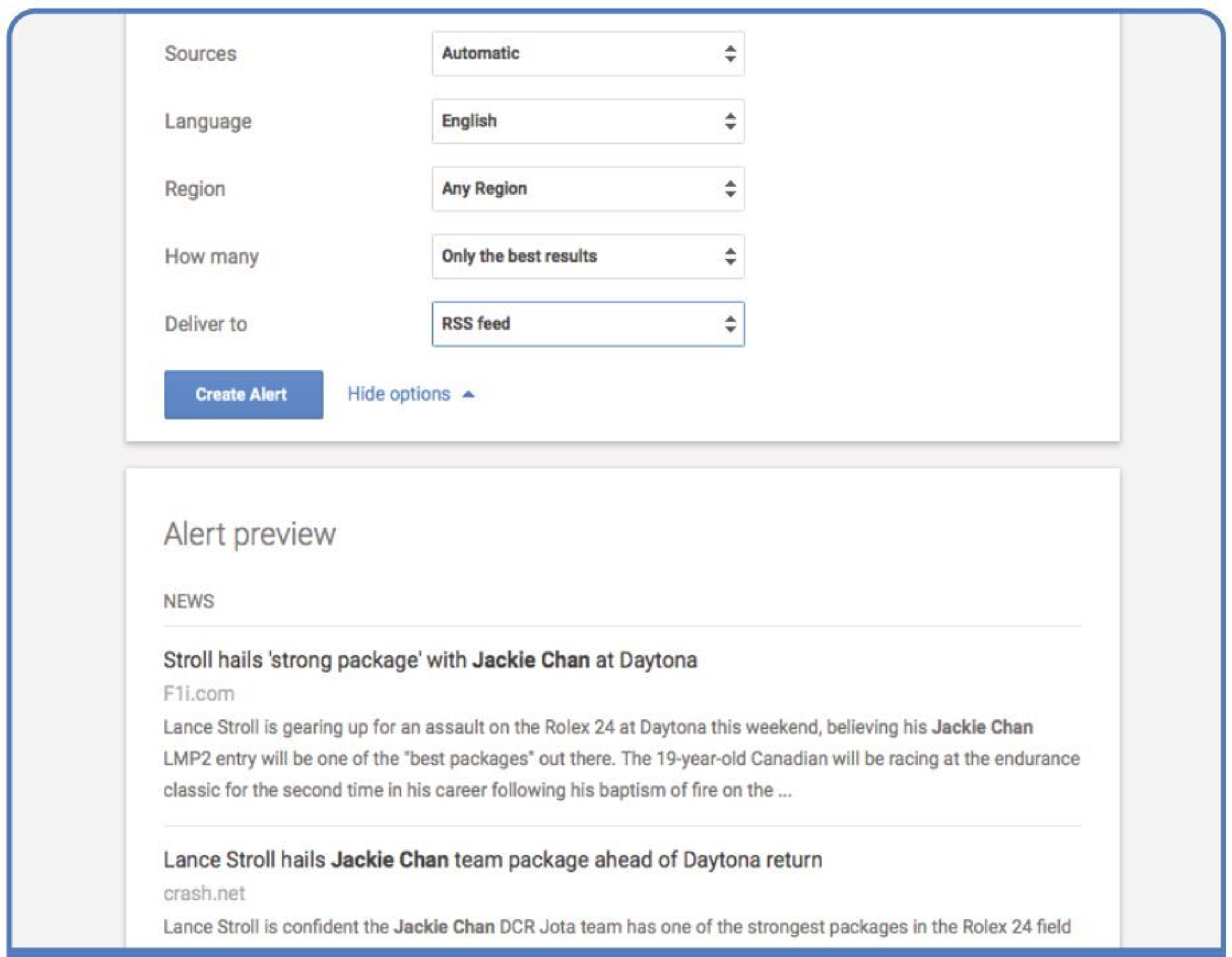
Manage your info, privacy, and security to make Google work better for you

Review your privacy settings
Take the Privacy Checkup, a step-by-step guide that helps you choose your privacy settings
Get started

We keep your account protected
The Security Checkup gives you personalized recommendations to secure your account
Get started

Make Google yours
See the data in your Google Account and choose what activity is saved to personalize your Google experience
Manage your data & personalization

Account storage
Your account storage is shared across Google services, like Gmail and Photos
0% used – 0 GB of 15 GB
Manage storage



Sources: Automatic
Language: English
Region: Any Region
How many: Only the best results
Deliver to: RSS feed

Alert preview

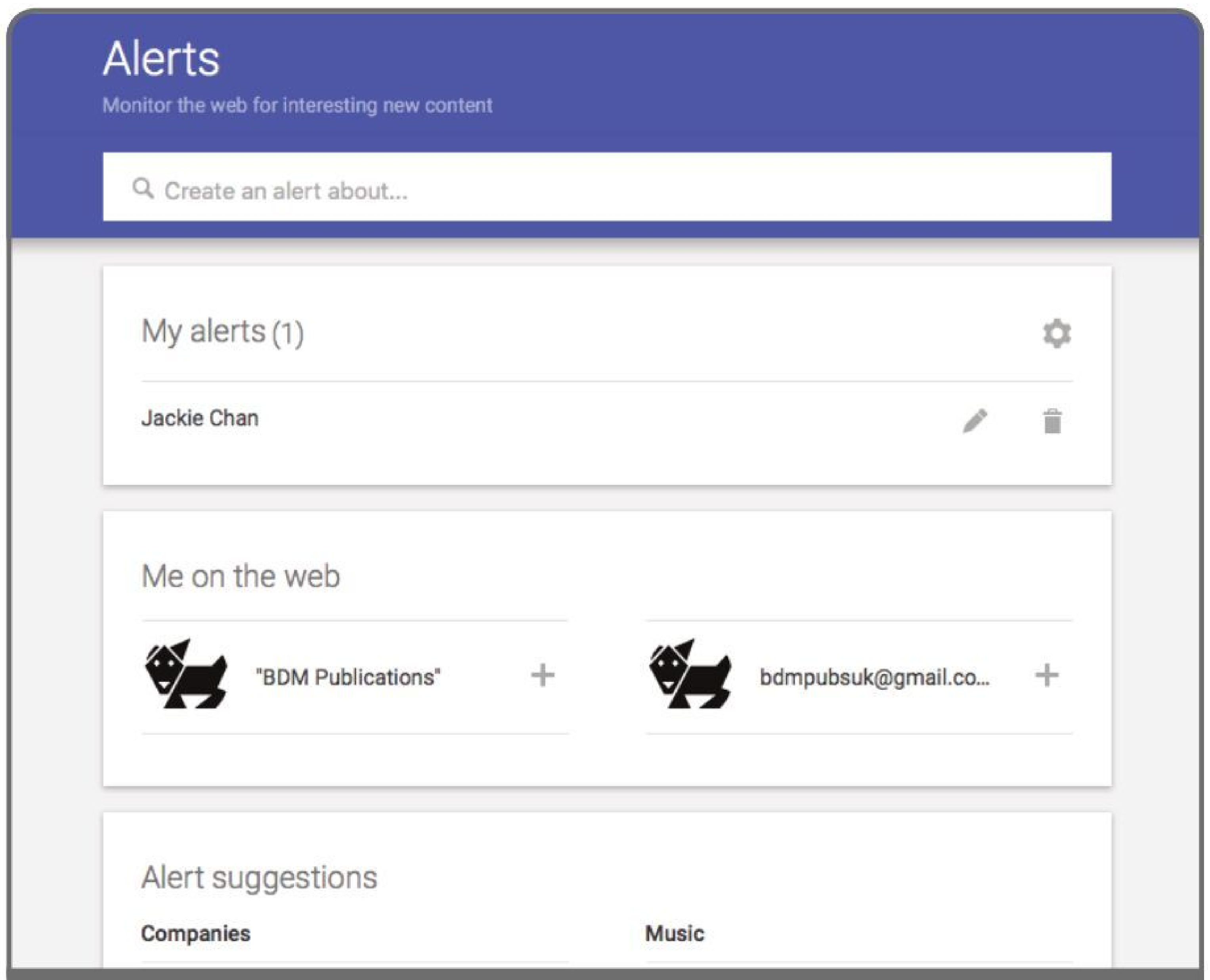
NEWS

Stroll hails 'strong package' with **Jackie Chan** at Daytona
F1i.com
Lance Stroll is gearing up for an assault on the Rolex 24 at Daytona this weekend, believing his **Jackie Chan** LMP2 entry will be one of the "best packages" out there. The 19-year-old Canadian will be racing at the endurance classic for the second time in his career following his baptism of fire on the ...

Lance Stroll hails **Jackie Chan** team package ahead of Daytona return
crash.net
Lance Stroll is confident the **Jackie Chan** DCR Jota team has one of the strongest packages in the Rolex 24 field

Manage Google Alerts

Users with Google Accounts can view, create, edit and delete their alerts using the Manage your Alerts page. Click on the Edit button and you will be able to alter any of the original settings using the simple drop-down menus. You can manage alerts for more than one email address by adding your other email address to your existing Google Account. To add an email address to your Google Account, visit your Google account page and use the Email addresses section.



Delete Google Alerts

Should you find the info you are looking for or simply tire of the subject matter of your alerts, you can delete your alerts subjects, one by one. To do this open the main Google Alerts pages via this link: www.google.com/alerts.

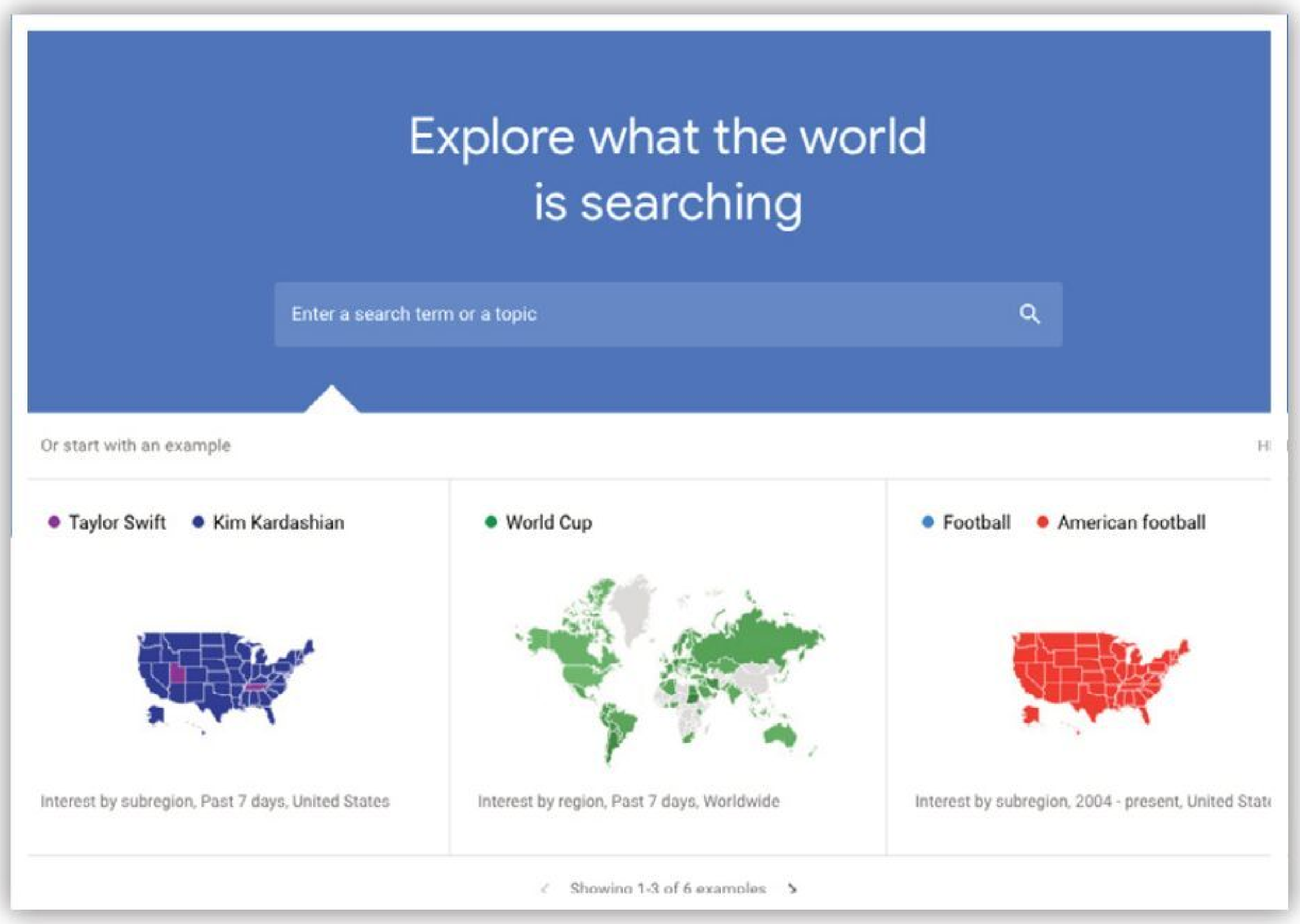
At the top of the page notice your alert subjects. You can edit these by tapping the pencil icon or delete them by tapping the Bin icon. Please note you are not given any confirmation window, the alerts are deleted instantly.

How to Personalise Google Trends

The Google Trends app brings you the world's most popular search terms or topics. Breaking down the results by country and region, while also offering insights and keeping you updated to the latest trends. Users can also browse history data giving you a clearer view of the world's online habits.

Step 1

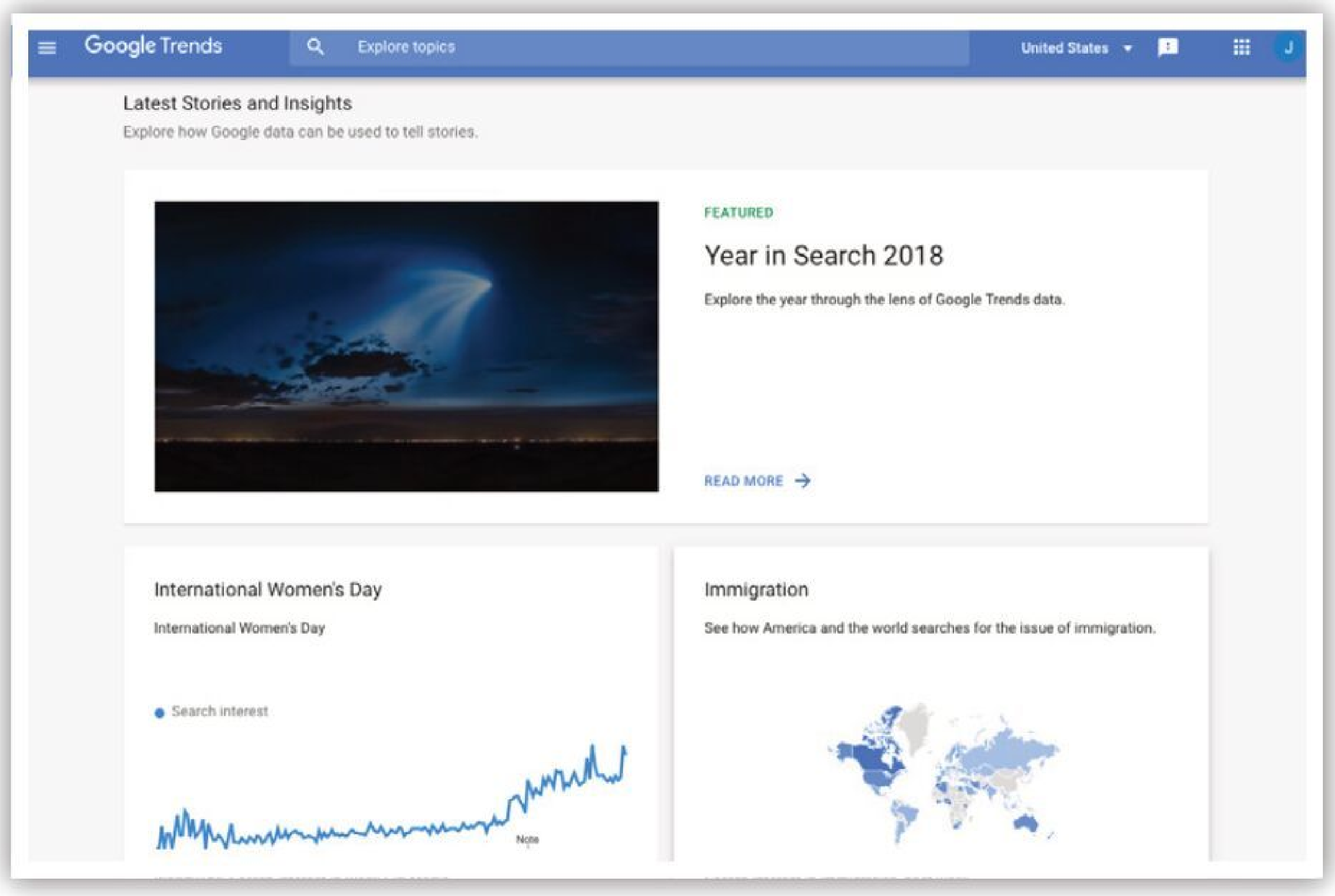
› Navigate to the Google trends website trends.google.com to be presented with this home page. This is a far complex application so be advised to take a few moments to get used to the layout and the control options you will find here.


Explore what the world is searching

Enter a search term or a topic
Or start with an example
● Taylor Swift ● Kim Kardashian
Interest by subregion, Past 7 days, United States
● World Cup
Interest by region, Past 7 days, Worldwide
● Football ● American football
Interest by subregion, 2004 - present, United Stat
‹ Showing 1-3 of 6 examples ›

Step 2

› Scrolling down through the home page you will find the various options including latest stories, insights and updates, historical data and recently trending search results. We will look at all of these but to start let's focus on the main search bar.


Latest Stories and Insights

Explore how Google data can be used to tell stories.

FEATURED

Year in Search 2018

Explore the year through the lens of Google Trends data.

International Women's Day

International Women's Day

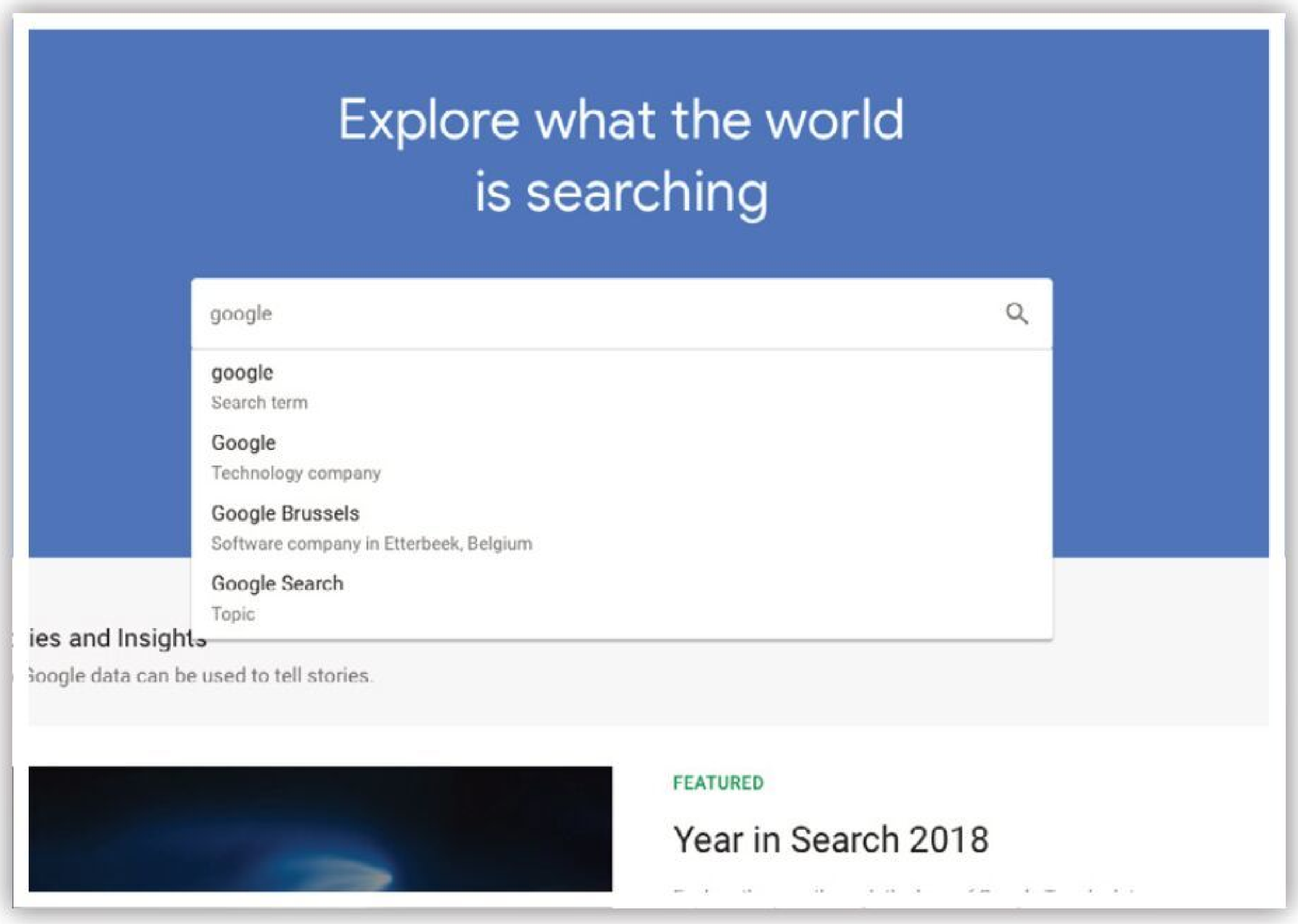
Immigration

See how America and the world searches for the issue of immigration.

Google Trends
Explore topics
United States
J
READ MORE →
● Search interest
Note

Step 3

› In the search bar, enter your term and click on the magnifying glass to activate your search. Some will bring a variety of different searches or similar terms, if this is the case a drop down menu will appear enabling you to select specifically for your choice.

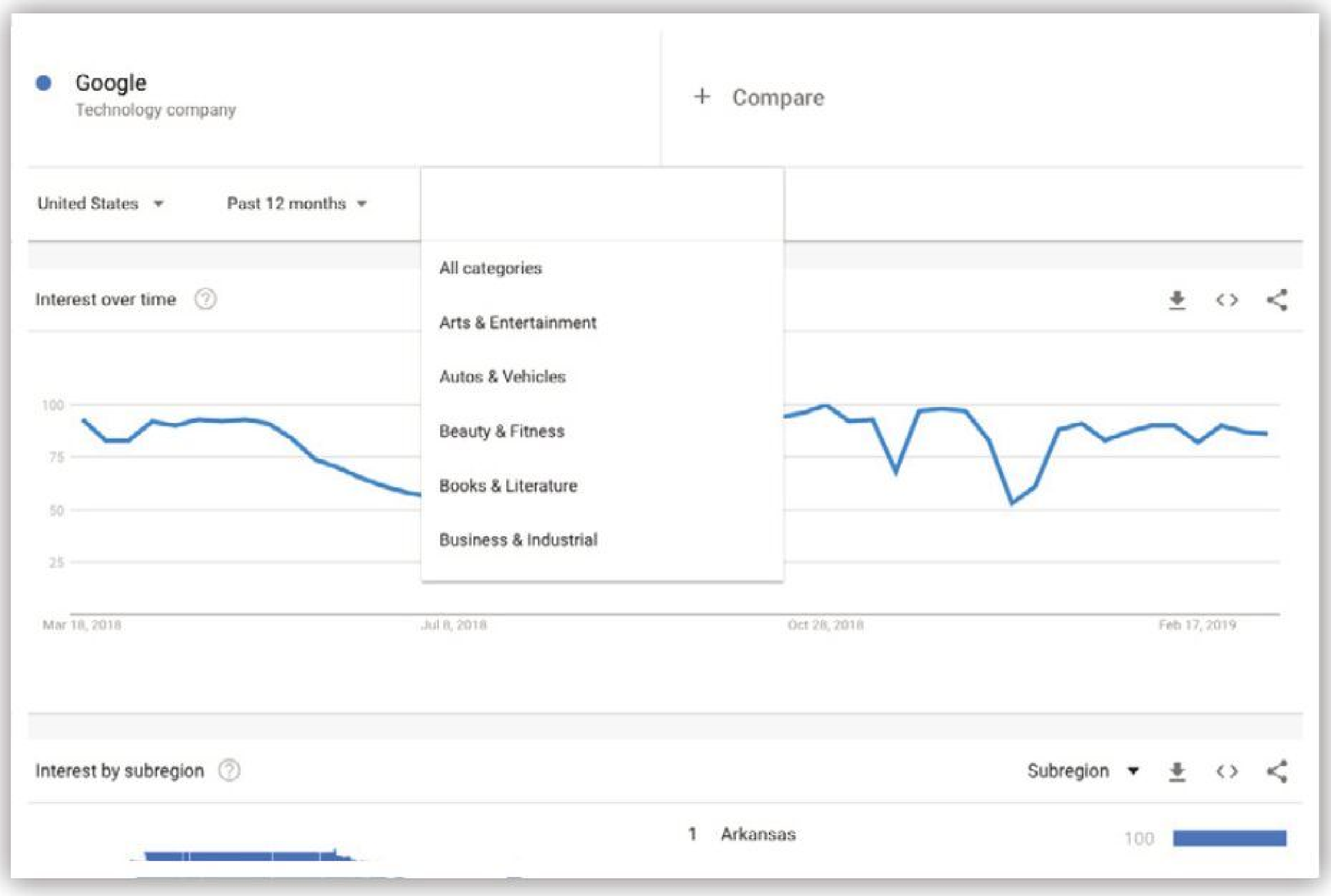

Explore what the world is searching

google

google
Search term
Google
Technology company
Google Brussels
Software company in Etterbeek, Belgium
Google Search
Topic
ies and Insights
ioogle data can be used to tell stories.
FEATURED
Year in Search 2018

Step 4

› Your search will show your results as follows; location, time period, search type and category. You can adjust each of these as you wish to further focus your results. For example you may wish to check Shopping when looking for most popular selling item etc.


● Google

Technology company

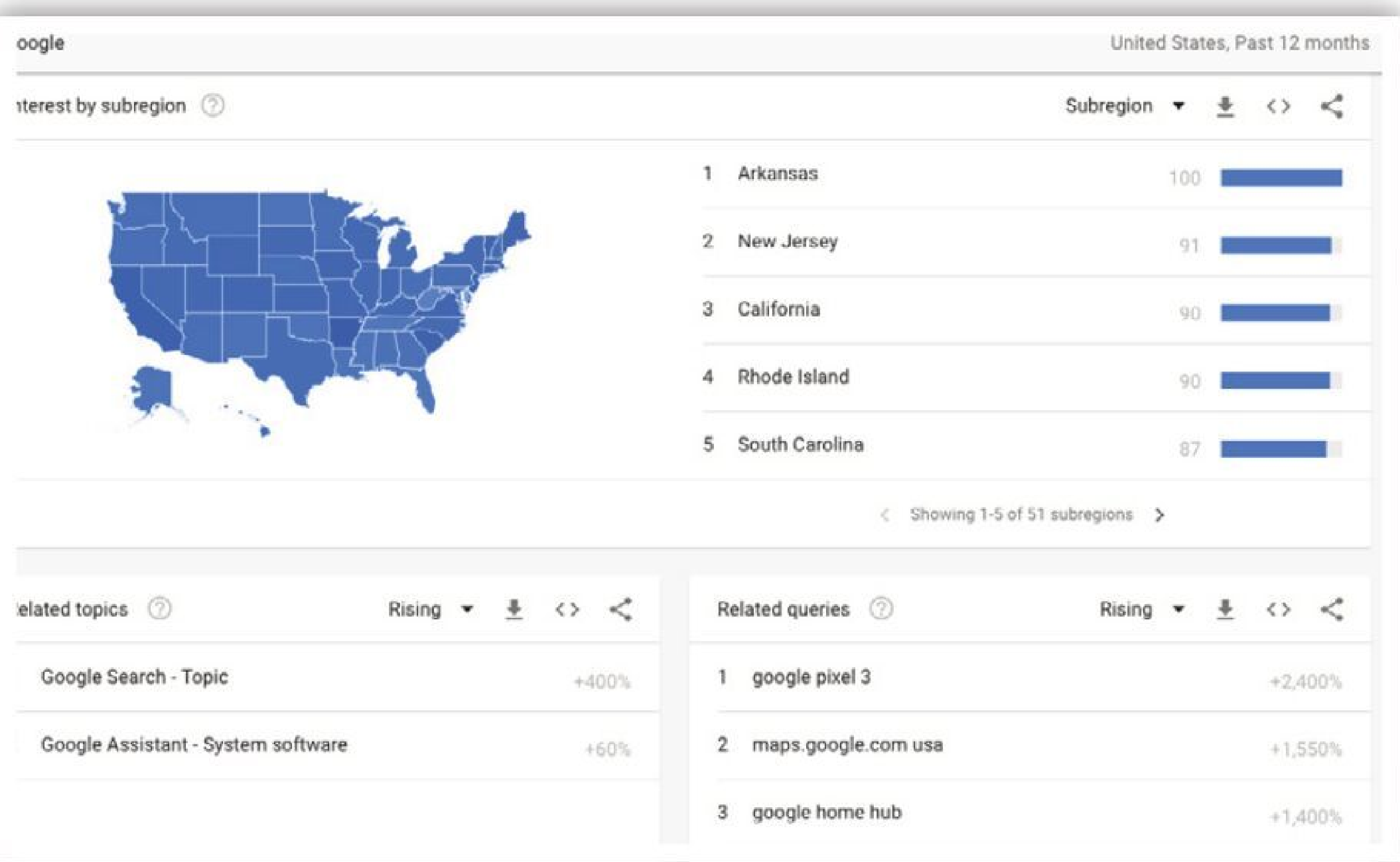
United States

Past 12 months

+ Compare
All categories
Arts & Entertainment
Autos & Vehicles
Beauty & Fitness
Books & Literature
Business & Industrial
Interest over time
100
75
50
25
Mar 18, 2018
Jul 8, 2018
Oct 28, 2018
Feb 17, 2019
Interest by subregion
Subregion
1 Arkansas
100

Step 5

❱ Your results will also be broken down by sub region for your area of search. With the most popular area listed first and so on. Notice that related searches and queries are also listed here. You can share each of these search results by clicking the top right share icon.



oogle United States, Past 12 months

ıterest by subregion Subregion

1	Arkansas	100
2	New Jersey	91
3	California	90
4	Rhode Island	90
5	South Carolina	87

Showing 1-5 of 51 subregions

ːelated topics Rising

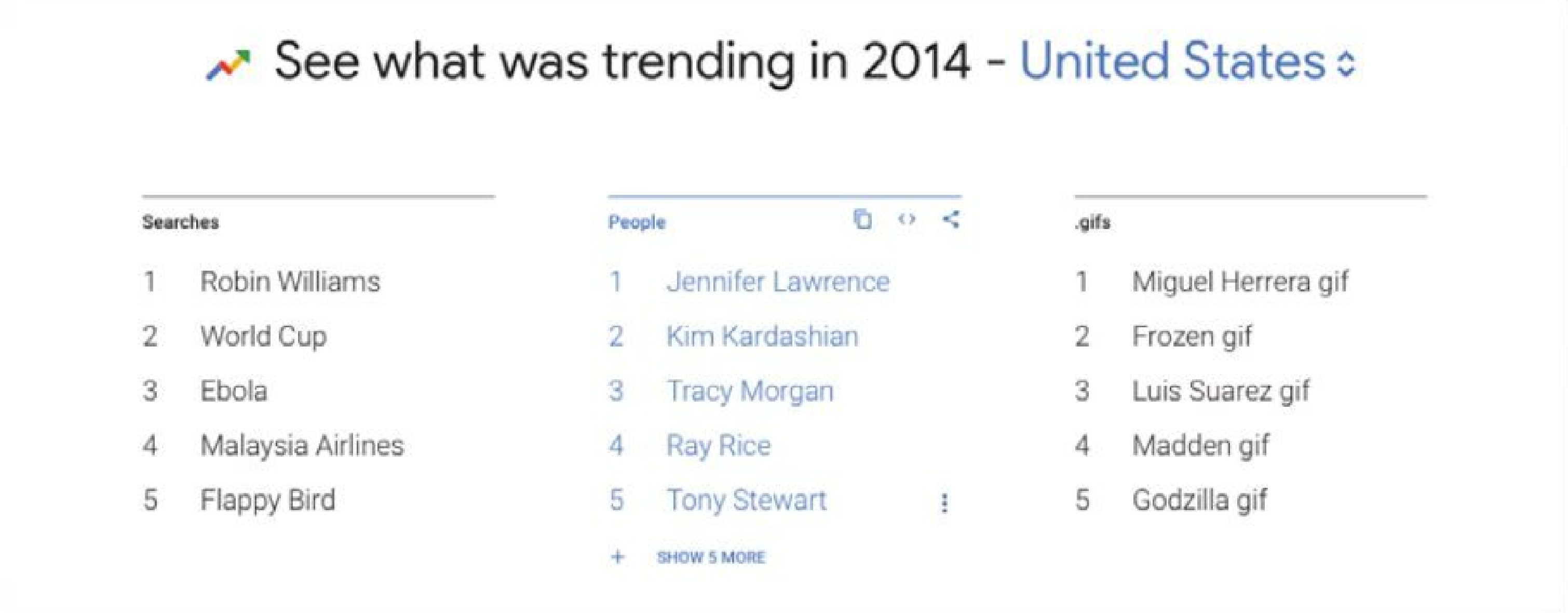
Google Search - Topic	+400%
Google Assistant - System software	+60%

Related queries Rising

1	google pixel 3	+2,400%
2	maps.google.com usa	+1,550%
3	google home hub	+1,400%

Step 6

❱ If you are looking for an online time machine, Google have one right here for you. On the home screen, scroll down and select the year you wish visit and you will be given the most popular search terms from that time period, spread across numerous categories.

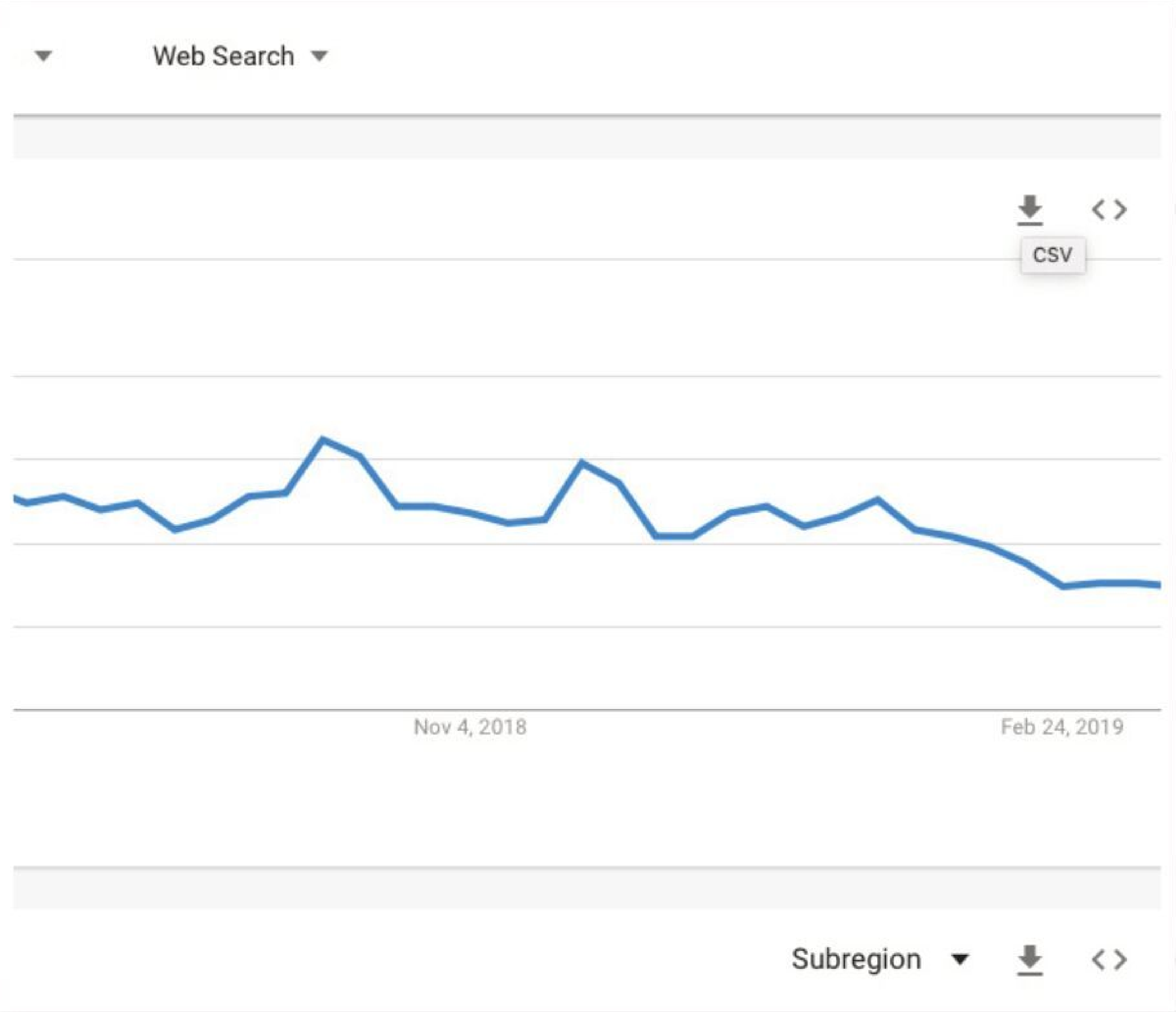


See what was trending in 2014 - United States

Searches		People		.gifs	
1	Robin Williams	1	Jennifer Lawrence	1	Miguel Herrera gif
2	World Cup	2	Kim Kardashian	2	Frozen gif
3	Ebola	3	Tracy Morgan	3	Luis Suarez gif
4	Malaysia Airlines	4	Ray Rice	4	Madden gif
5	Flappy Bird	5	Tony Stewart	5	Godzilla gif

Step 7

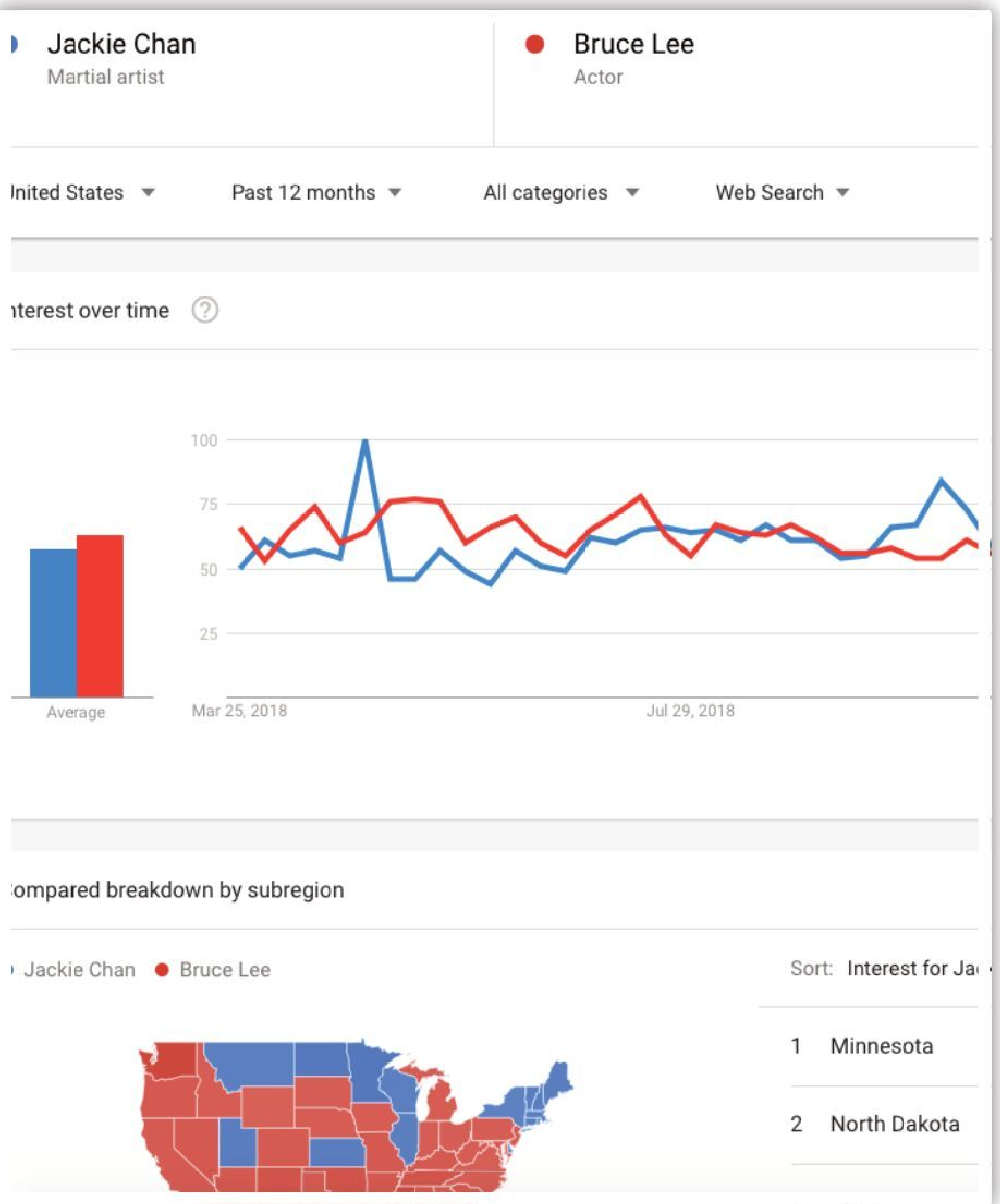
❱ All the information found via this app can exported from the web browser to a large variety of spreadsheet software, including Microsoft Excel and Apple's Pages. To save your information as a csv doc click the download icon (an underlined down arrow).



Web Search

Step 8

❱ One of the best features of this app is the ability to compare two topics and how the results match up with one another. You can add various terms to compare and once again these results can be downloaded as a csv doc or shared via the linked icons.



Jackie Chan
Martial artist

Bruce Lee
Actor

Inited States Past 12 months All categories Web Search

ıterest over time

ːompared breakdown by subregion

Jackie Chan ● Bruce Lee

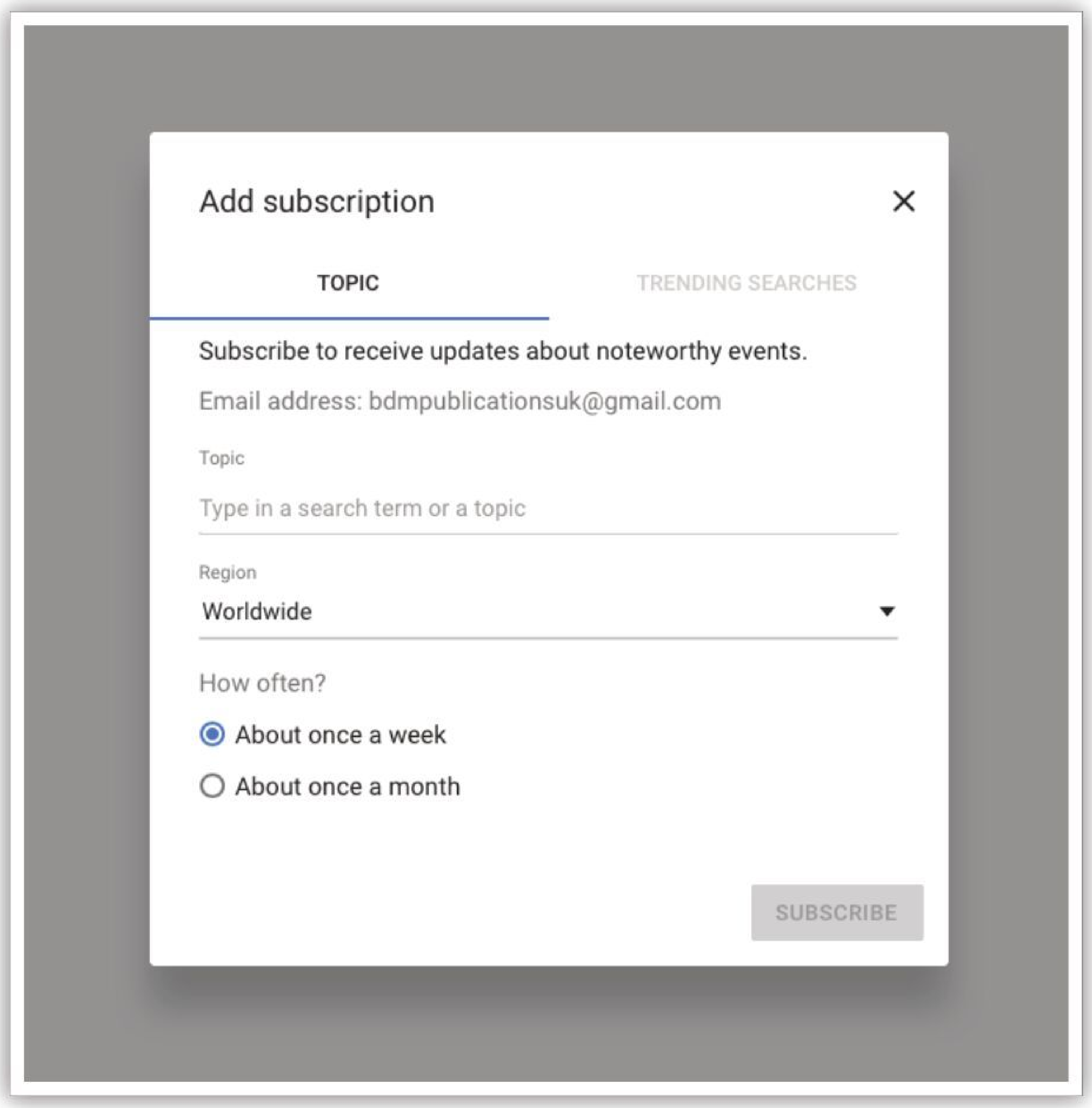
Sort: Interest for Ja

1 Minnesota

2 North Dakota

Step 9

❱ You can also subscribe to a regular (weekly or monthly) email which will send you updated data based your key search terms, to sign up click the + icon bottom left and enter the terms you wish to follow. Now simply wait for your email update to arrive.



Add subscription

Subscribe to receive updates about noteworthy events.

Email address: bdmpublicationsuk@gmail.com

Topic

Type in a search term or a topic

Region

Worldwide

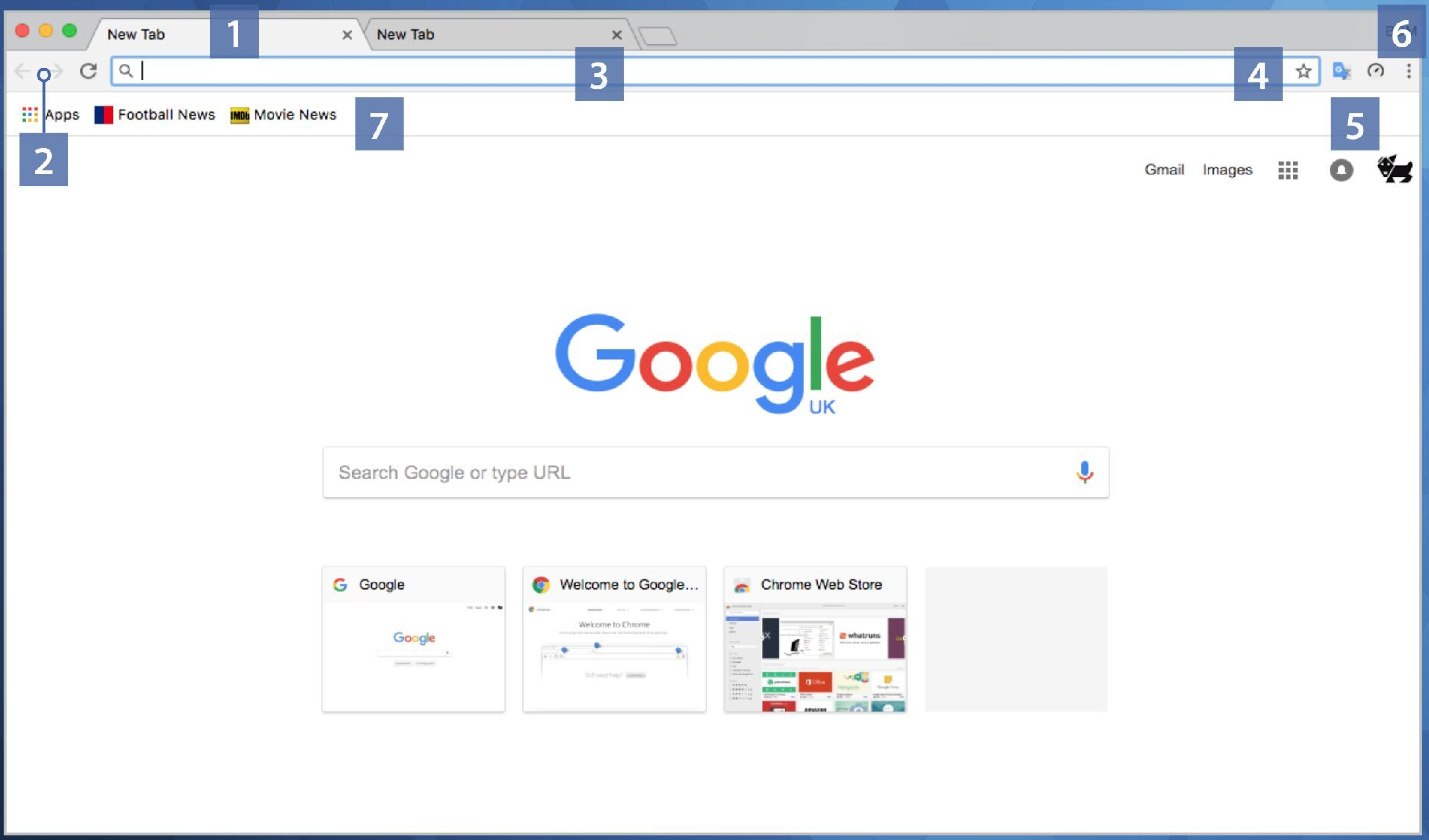
How often?

● About once a week

○ About once a month

Getting Started with Chrome

Google Chrome is much more than an alternative web browser. If you are looking to use the Google app suite to any degree we strongly advise you to download Chrome now!



1 Tabs

》Just like almost all other browsers, Chrome lets you open multiple web pages at once and display them in tabs. Simply click on any tab to display the page. To add a new tab, click on the small tab to the right of the last one. To remove a tab, click the small X on the right of the tab you want to close. You can also manage tabs from the Chrome options menu.

2 Navigation Controls

》From left to right, the main buttons you use when navigating web pages using Chrome are: Back, Forward, Refresh and Home. Click and hold on both the Back and Forward buttons to see your recent navigation history. The Home button may not be displayed here on a brand new install of Chrome but you can turn it on in the settings (Appearance > Show Home Button).

3 Omni Box/Address Box

》This is where the URL of the current website is shown. You can use the Omni box to either type a full URL or type a search term. Type a URL and press Return and that web page will open. If you type a search term, Google search results will be shown instead. You can change the default search engine that is used in Settings > Search.

4 Bookmark Button

》Clicking on the star while viewing any web page will open a small bookmark option window. This allows you to choose a name for the bookmark, as well as selecting where to save it. If the star is golden, that means you have already bookmarked the page you are viewing. By using the Bookmark Button you will be able to compile a listing of all your favourite websites in a single place.

5 Extensions

❱ Many different pieces of software will add extensions to the browser, allowing you to perform specific tasks while viewing websites. The extension shown here is the AVG toolbar, installed as part of the AVG antivirus software. You can disable or remove Chrome browser extensions simply by right-clicking on the icon and choosing from the Action menu.

6 Chrome Options

❱ This is where you will find all of the controls and settings for Chrome, from basic display settings to advanced developer tools. You can also manage your bookmarks, extensions and search history from here. We will look at the Chrome Options in more detail later.

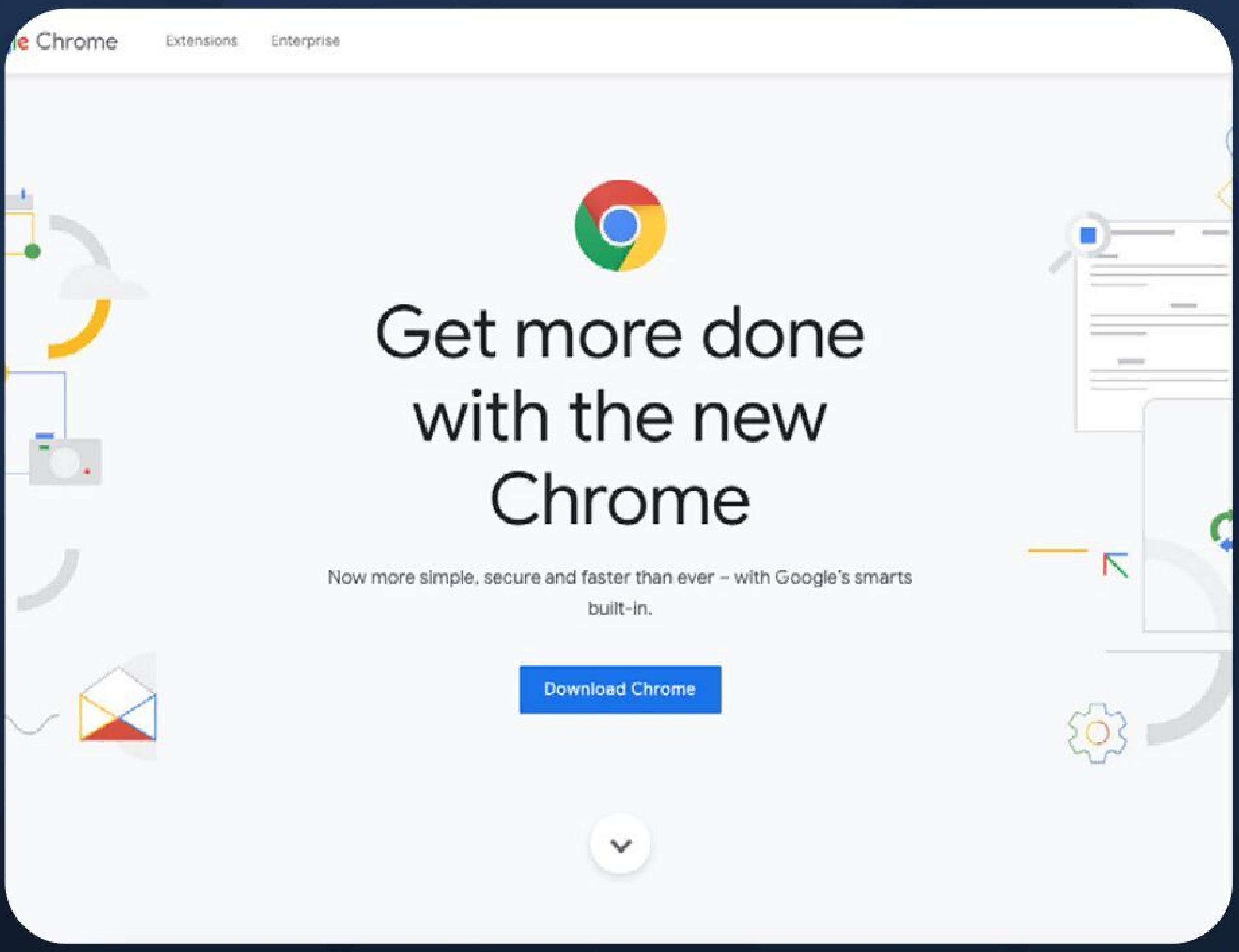
7 Bookmarks Bar

❱ This bar is turned off by default, so must be activated in the Settings if you want to use it. When saving bookmarks, you have the option to Save to Bookmarks Bar. Any pages saved to this will be shown as quick links in the bar. This is very useful for saving those websites you use most often. Depending on the length of the title you give the bookmarks, only about five or six links will be visible here; the remainder are displayed in a drop-down menu.

Chrome Requirements

Chrome is fairly lightweight, so it should run happily even on an old computer. Here are the bare minimum requirements for PC users.

Operating System:	**Windows XP, Vista, 7 or 8**
Processor:	**Intel Pentium 4/Athlon 64 or later**
Free Disk Space:	**100MB**
RAM:	**128MB**



Get more done with the new Chrome

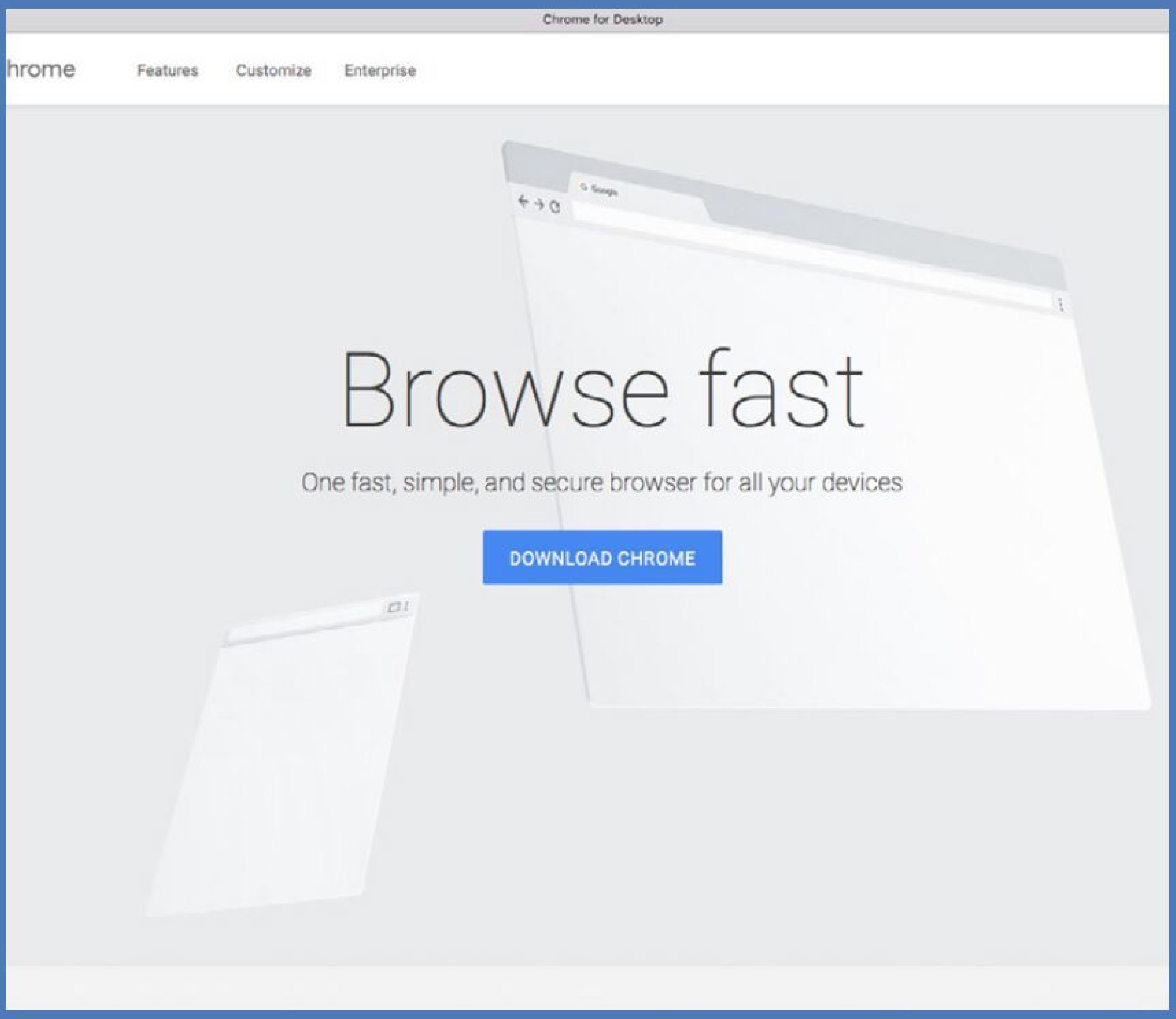
Now more simple, secure and faster than ever – with Google's smarts built-in.

Installing Chrome

You may find that Chrome is preinstalled on many new computers but if not, here is how to install it yourself.

Step 1

❱ Visit www.google.co.uk/chrome/browser/desktop/index.html and click on the Download Now button to get the Chrome installer. You can choose to make Chrome your default browser at this point or you can change that setting later.

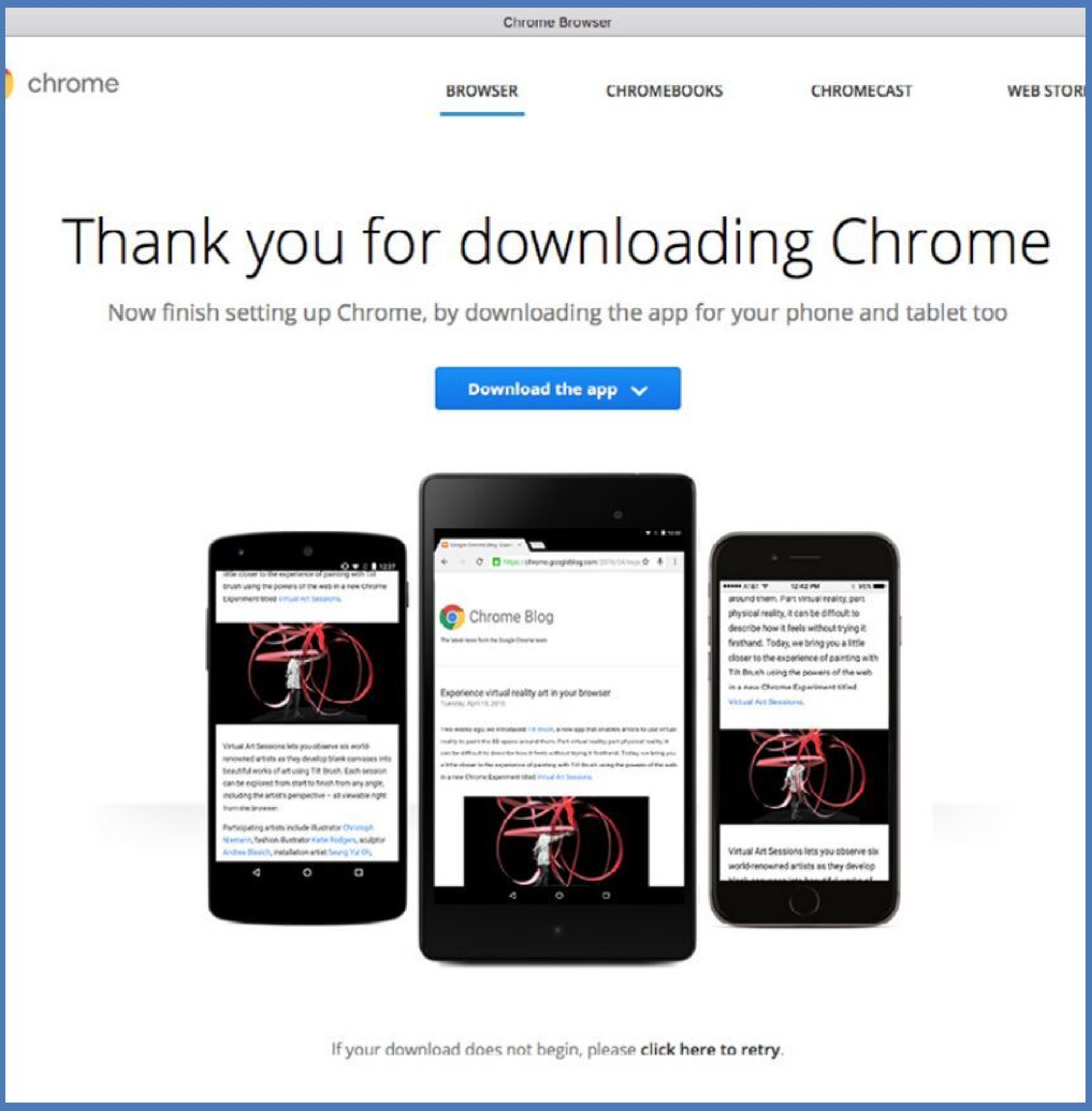


Browse fast

One fast, simple, and secure browser for all your devices

Step 2

❱ Once the download is complete, Chrome will install automatically. When the installation is complete, a Chrome browser window will open, giving you the opportunity to take a tour of Chrome's main features; and that's it, simple eh?



Thank you for downloading Chrome

Now finish setting up Chrome, by downloading the app for your phone and tablet too

If your download does not begin, please click here to retry.

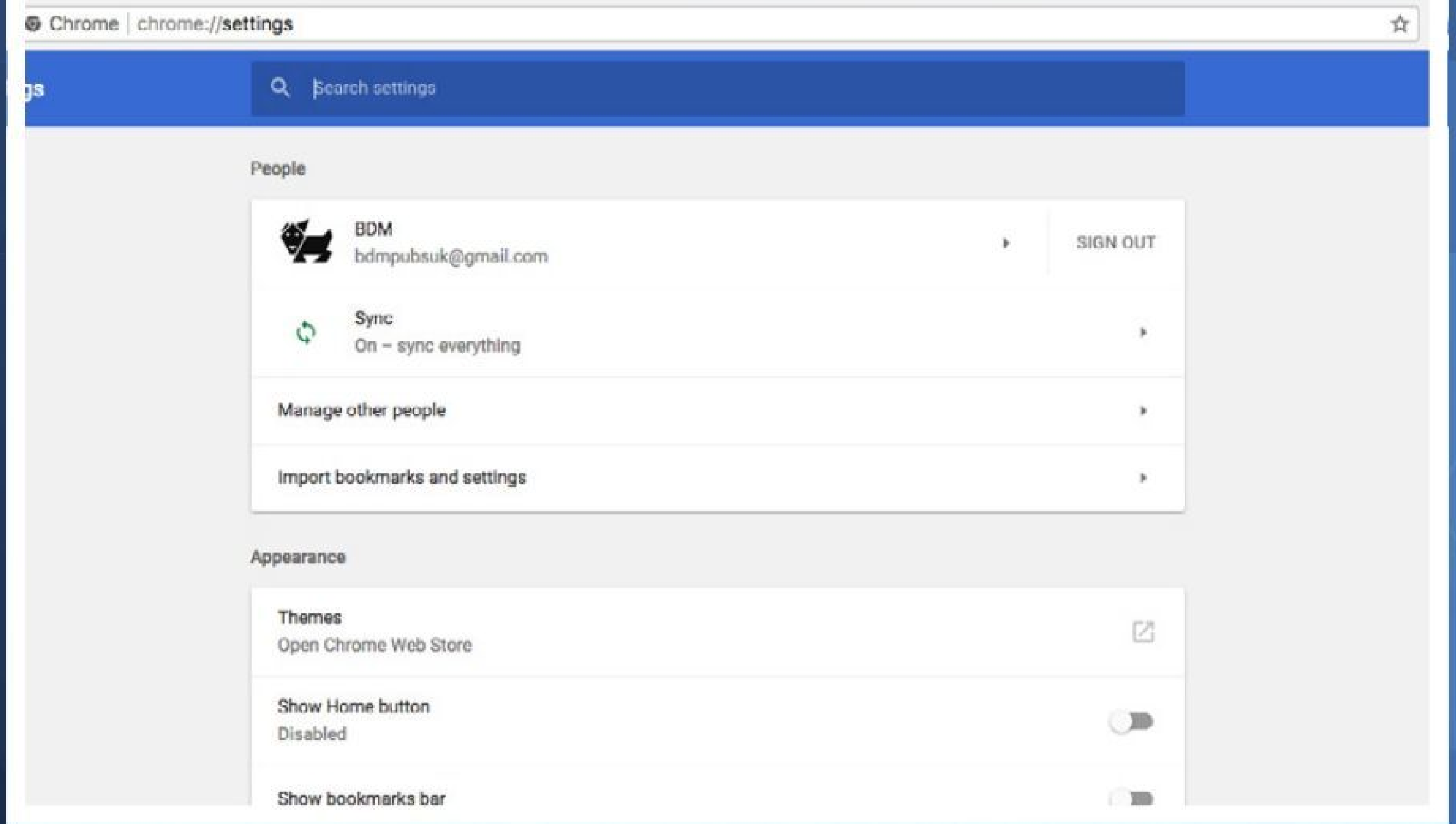
Customising the Chrome Browser

There are many different ways you can customise your Chrome experience, from adding extensions to setting the default home page. If you really want to make Chrome personal to you, there is no better way than adding a theme.

Changing the Theme

Step 1

❱ Open Chrome on your computer and click on the Chrome Menu button in the top right corner. Look for the Chrome options link, click this and select Settings and this window will open.



Settings
New Tab
Chrome | chrome://settings
Search settings
People
SIGN OUT
Appearance

BDM
bdmpubsuk@gmail.com

Sync
On – sync everything

Manage other people

Import bookmarks and settings

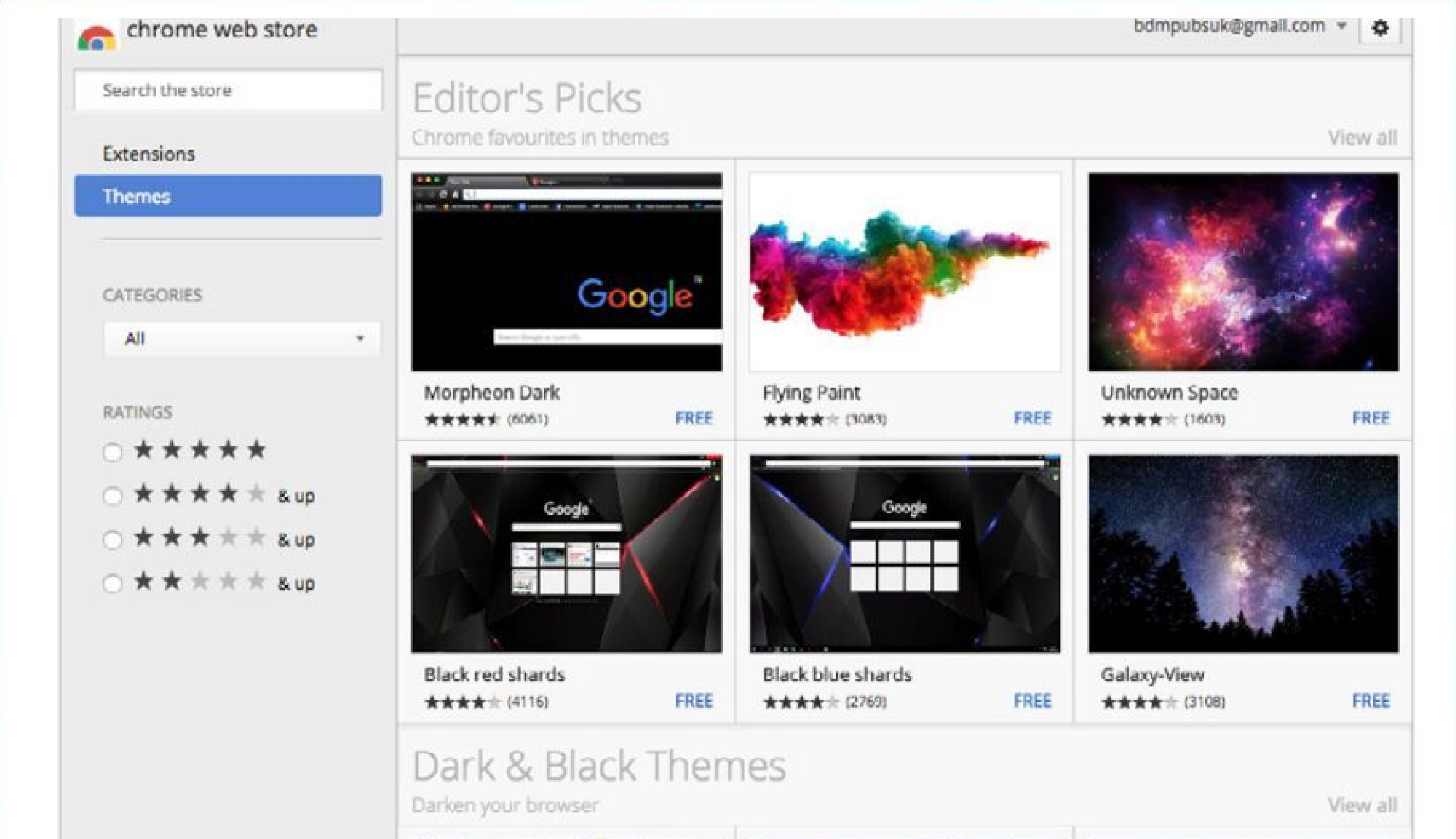
Themes
Open Chrome Web Store

Show Home button
Disabled

Show bookmarks bar

Step 2

❱ From the Settings screen click on Themes from the Appearance options. This will take you to the Chrome Web Store, which shows web apps and extensions. To view the available themes, scroll down to the left-hand menu and click the Themes link. A selection of themes will now be displayed on screen.



chrome web store
bdmpubsuk@gmail.com
Search the store
Extensions
Themes
CATEGORIES
All
RATINGS
★★★★★
★★★★ & up
★★★ & up
★★ & up
Google
View all

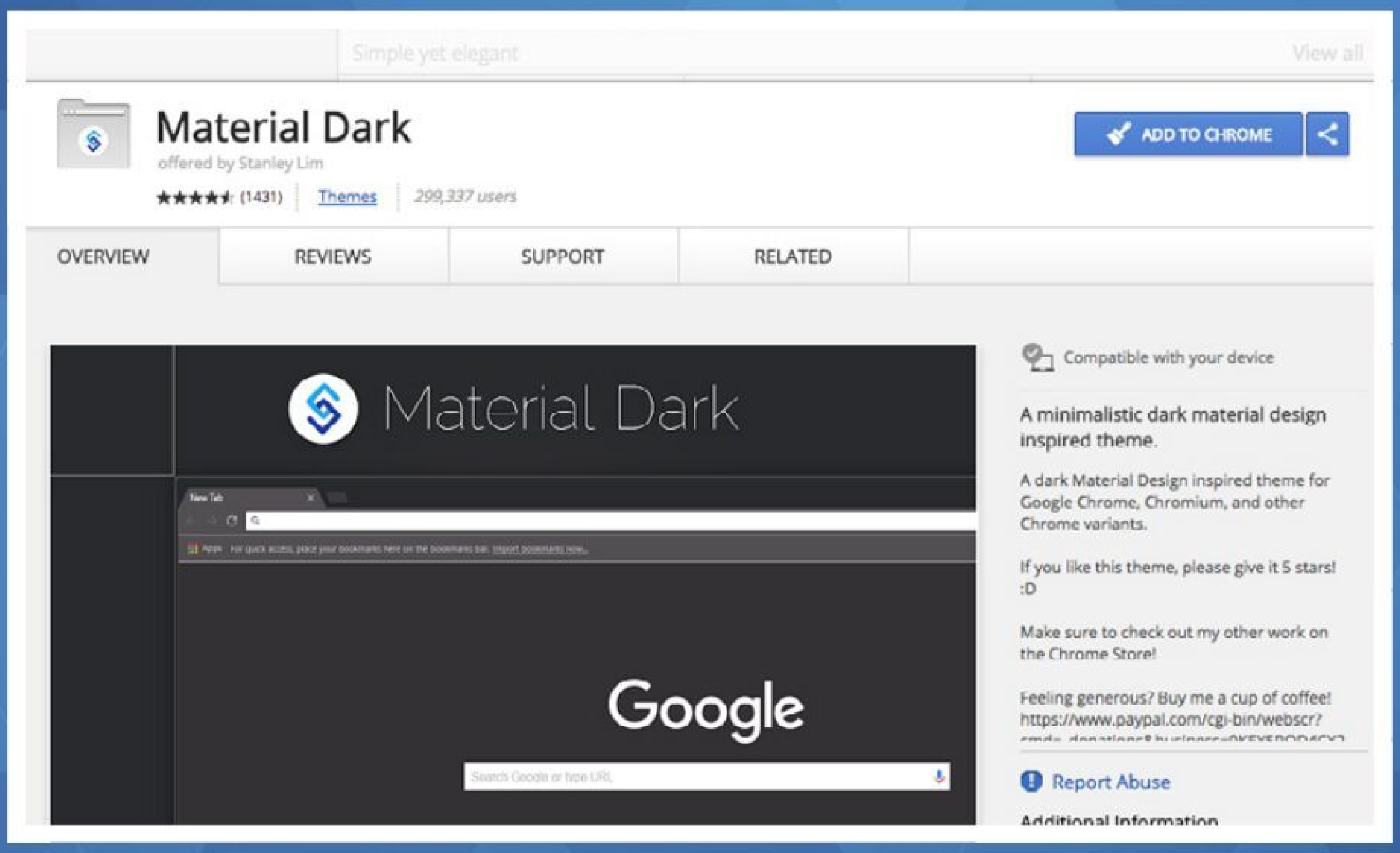
Editor's Picks
Chrome favourites in themes

Morpheon Dark ★★★★★ (6061) FREE
Flying Paint ★★★★ (3083) FREE
Unknown Space ★★★★ (1603) FREE
Black red shards ★★★★ (4116) FREE
Black blue shards ★★★★ (2769) FREE
Galaxy-View ★★★★ (3108) FREE

Dark & Black Themes
Darken your browser

Step 3

❱ To select and activate a theme, simply roll over the thumbnail and click the Add to Chrome button. Your chosen theme is automatically downloaded, installed and activated in a few seconds (depending on your broadband connection speed). If you want to read more about a theme, roll over the thumbnail and then click on the text.



Simple yet elegant
View all
ADD TO CHROME
OVERVIEW
REVIEWS
SUPPORT
RELATED
Material Dark
New Tab
Google
Search Google or type URL
Compatible with your device
Report Abuse
Additional Information

Material Dark
offered by Stanley Lim
★★★★★ (1431) | Themes | 299,337 users

A minimalistic dark material design inspired theme.

A dark Material Design inspired theme for Google Chrome, Chromium, and other Chrome variants.

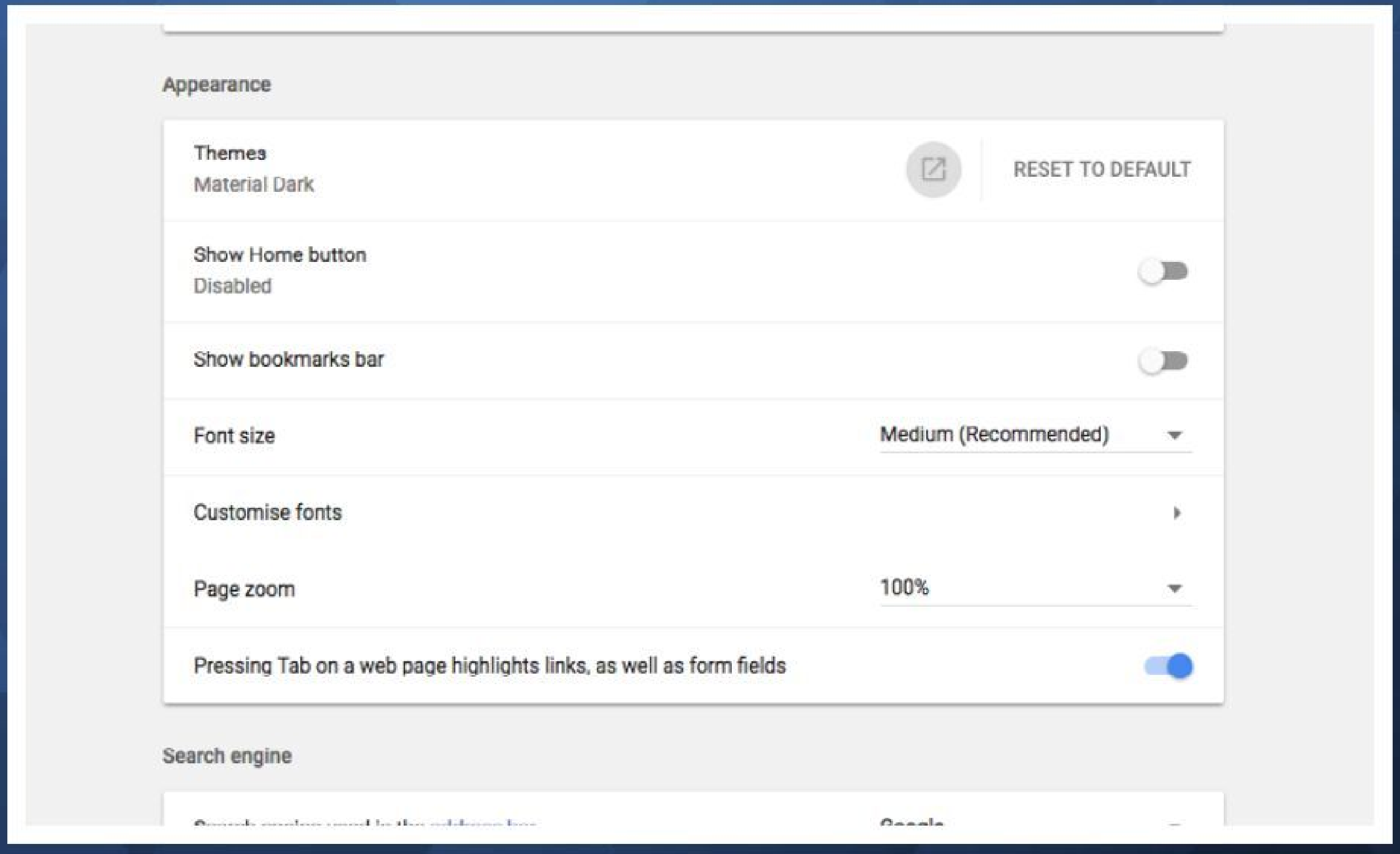
If you like this theme, please give it 5 stars! :D

Make sure to check out my other work on the Chrome Store!

Feeling generous? Buy me a cup of coffee! https://www.paypal.com/cgi-bin/webscr?

Step 4

❱ Themes you download aren't saved on your computer, so applying a new theme will overwrite the previous one. You can remove a custom theme at any time by clicking the Chrome options button, then selecting Settings. Under the Appearance heading you will see the option to Reset to Default Theme.



Appearance
RESET TO DEFAULT
Search engine

Themes
Material Dark

Show Home button
Disabled

Show bookmarks bar

Font size Medium (Recommended)

Customise fonts

Page zoom 100%

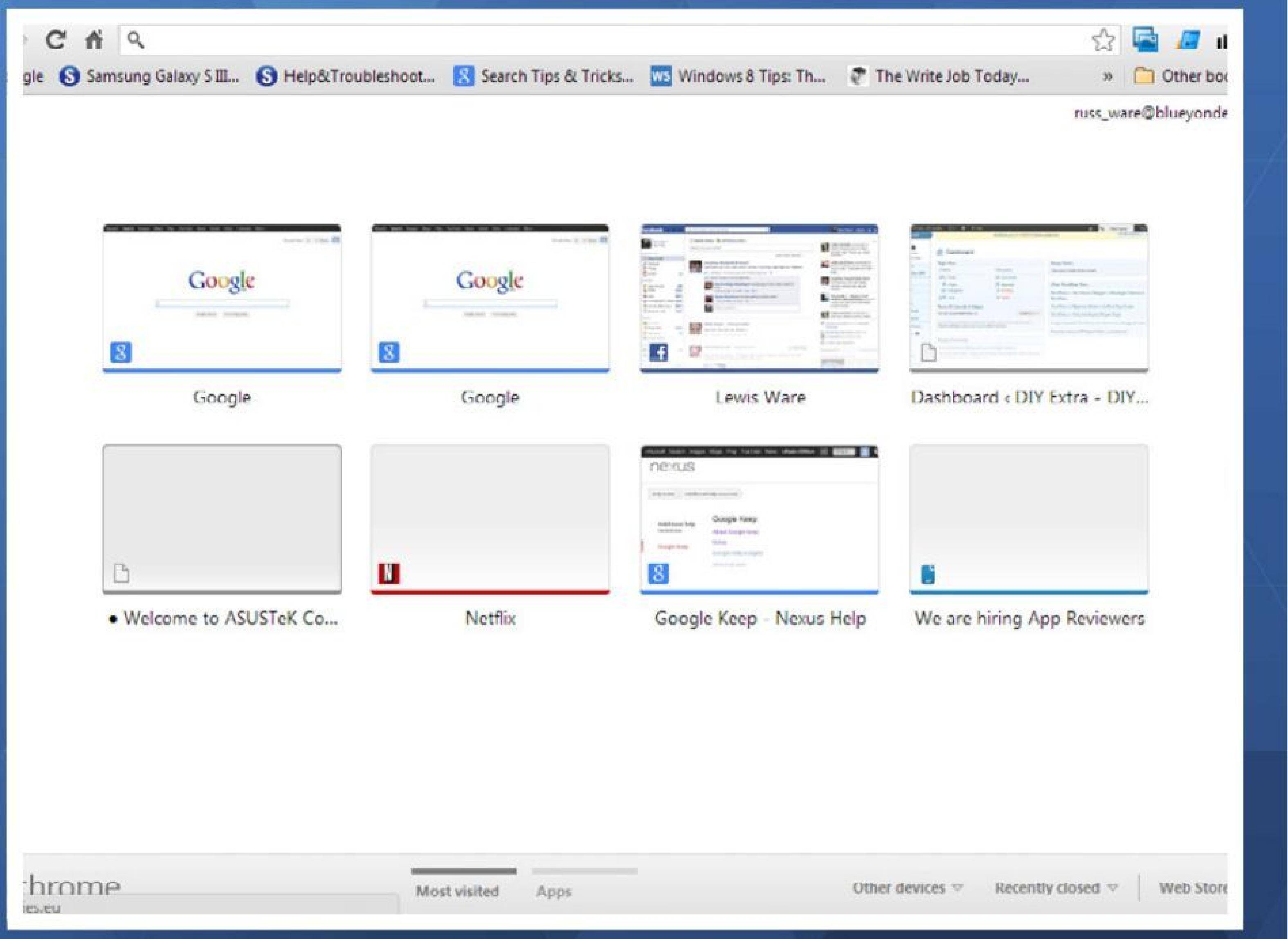
Pressing Tab on a web page highlights links, as well as form fields

Change the Default Home Page

Chrome gives you several choices for what you see when you start it up. You may decide that you want to always open with the Google home page or you may want to show a selection of your most visited sites. All of these options are accessed through Options > Settings > On Startup.

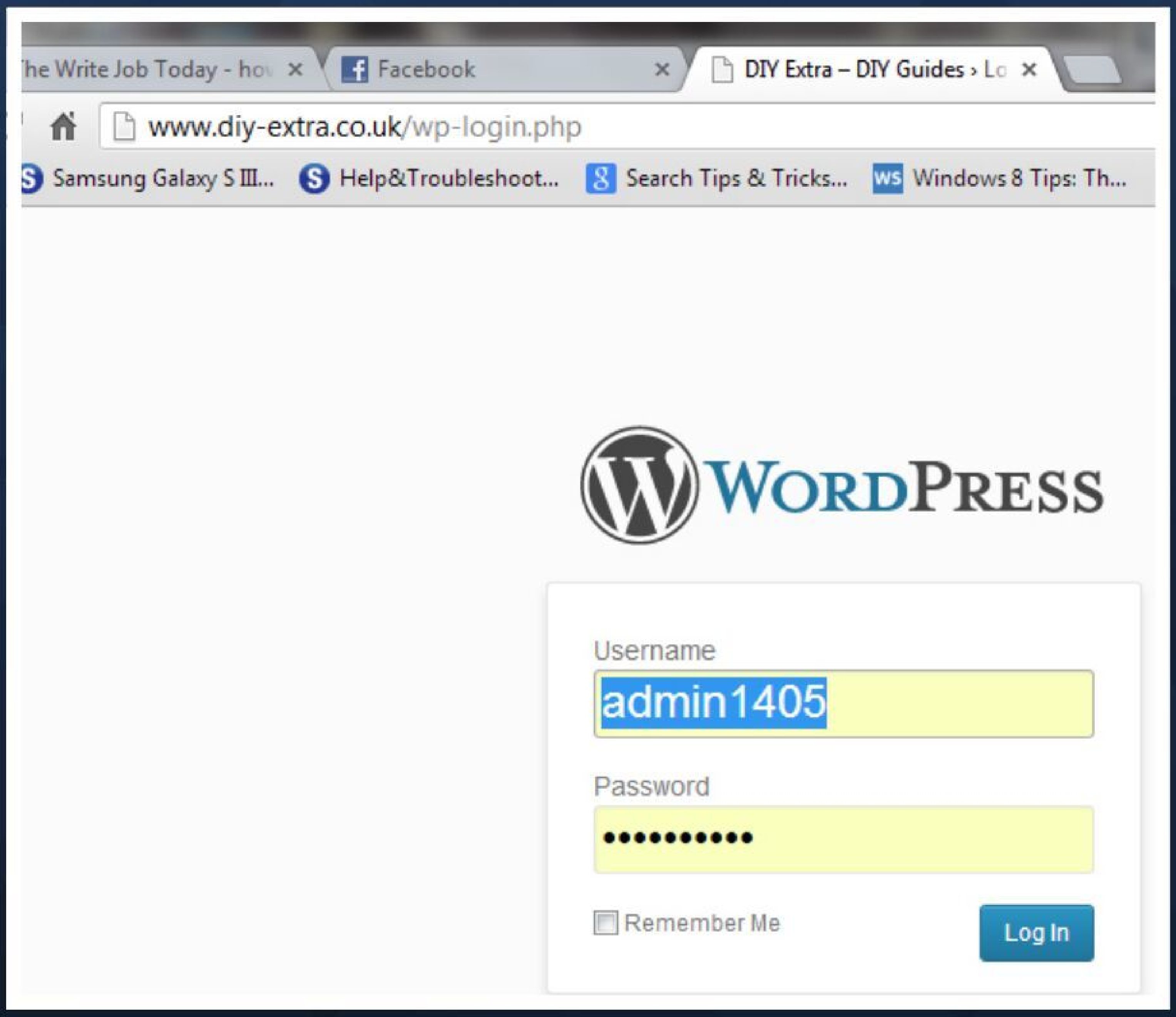
Open the New Tab Page

❱ This option will display a grid of eight website thumbnails. Each thumbnail relates to one of your eight most visited web pages. Click on any of the thumbnails to go to the page. You can remove any of the thumbnails by hovering the mouse pointer over it and then clicking the X that appears in the top right corner.


Samsung Galaxy S III...
Help&Troubleshoot...
Search Tips & Tricks...
Windows 8 Tips: Th...
The Write Job Today...
Other boo
Google
Google
Lewis Ware
Dashboard ‹ DIY Extra - DIY...
Welcome to ASUSTeK Co...
Netflix
Google Keep · Nexus Help
We are hiring App Reviewers
Most visited
Apps
Other devices
Recently closed
Web Store

Continue Where I Left Off

❱ If this option is enabled, Chrome will always start up showing the website and tabs you were viewing when you last closed the browser. If you close all of the open tabs individually, rather than clicking the X at the top right to close the entire browser window, when you open Chrome again it will display the New Tab page.


he Write Job Today - ho
Facebook
DIY Extra – DIY Guides › Lo
www.diy-extra.co.uk/wp-login.php
Samsung Galaxy S III...
Help&Troubleshoot...
Search Tips & Tricks...
Windows 8 Tips: Th...
WordPress
Log In

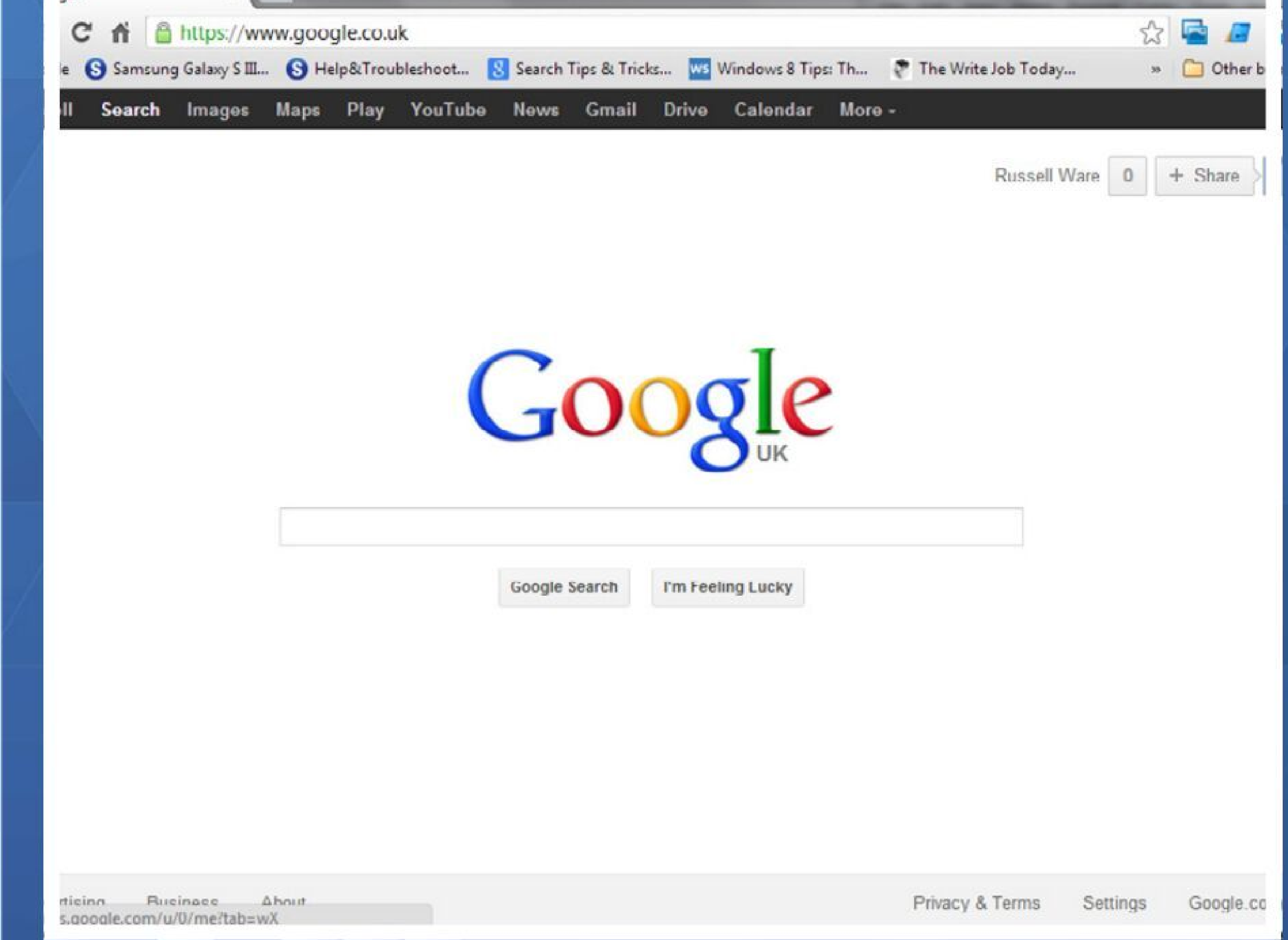
Username
admin1405

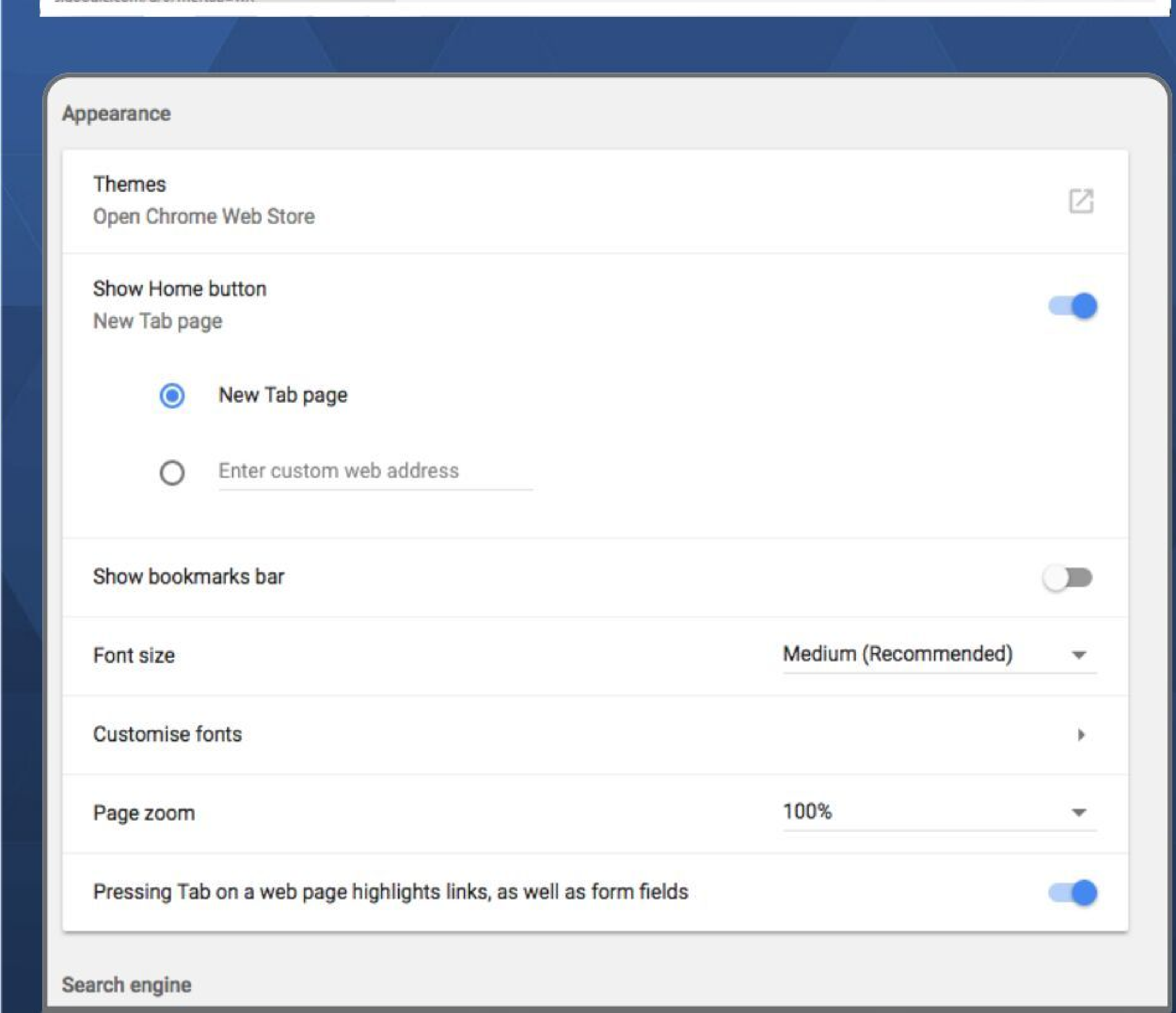
Password
••••••••••

☐ Remember Me

Open a Specific Page or Set of Pages

❱ You can use this option to set a single web page to open whenever you start Chrome. This could be the Google home page for your country, the Facebook login or any other web page you choose. You can also choose a set of pages to open. Click Set Pages and enter the URLs of the sites you want to open. They will each open in a separate tab when you start Chrome.


https://www.google.co.uk
Samsung Galaxy S III...
Help&Troubleshoot...
Search Tips & Tricks...
Windows 8 Tips: Th...
The Write Job Today...
Other b
Search
Images
Maps
Play
YouTube
News
Gmail
Drive
Calendar
More
Russell Ware
Share
Google UK
Google Search
I'm Feeling Lucky
Privacy & Terms
Settings



Appearance

Themes
Open Chrome Web Store

Show Home button
New Tab page

● New Tab page

○ Enter custom web address

Show bookmarks bar

Font size: Medium (Recommended)

Customise fonts

Page zoom: 100%

Pressing Tab on a web page highlights links, as well as form fields

Search engine

Show the Home Button

When you first install and use Chrome, you will probably notice that there is no Home button in the toolbar. We don't really understand why Google chose to hide the Home button but you can activate it easily, so it's not too much of a problem. To activate the Home button, click the Options button and select Settings. Under the Appearance heading, check the box next to Show Home Button. You can choose which page is displayed when the Home button is clicked (the New Tabs page or another of your choice).

How to Save and Sync Chrome

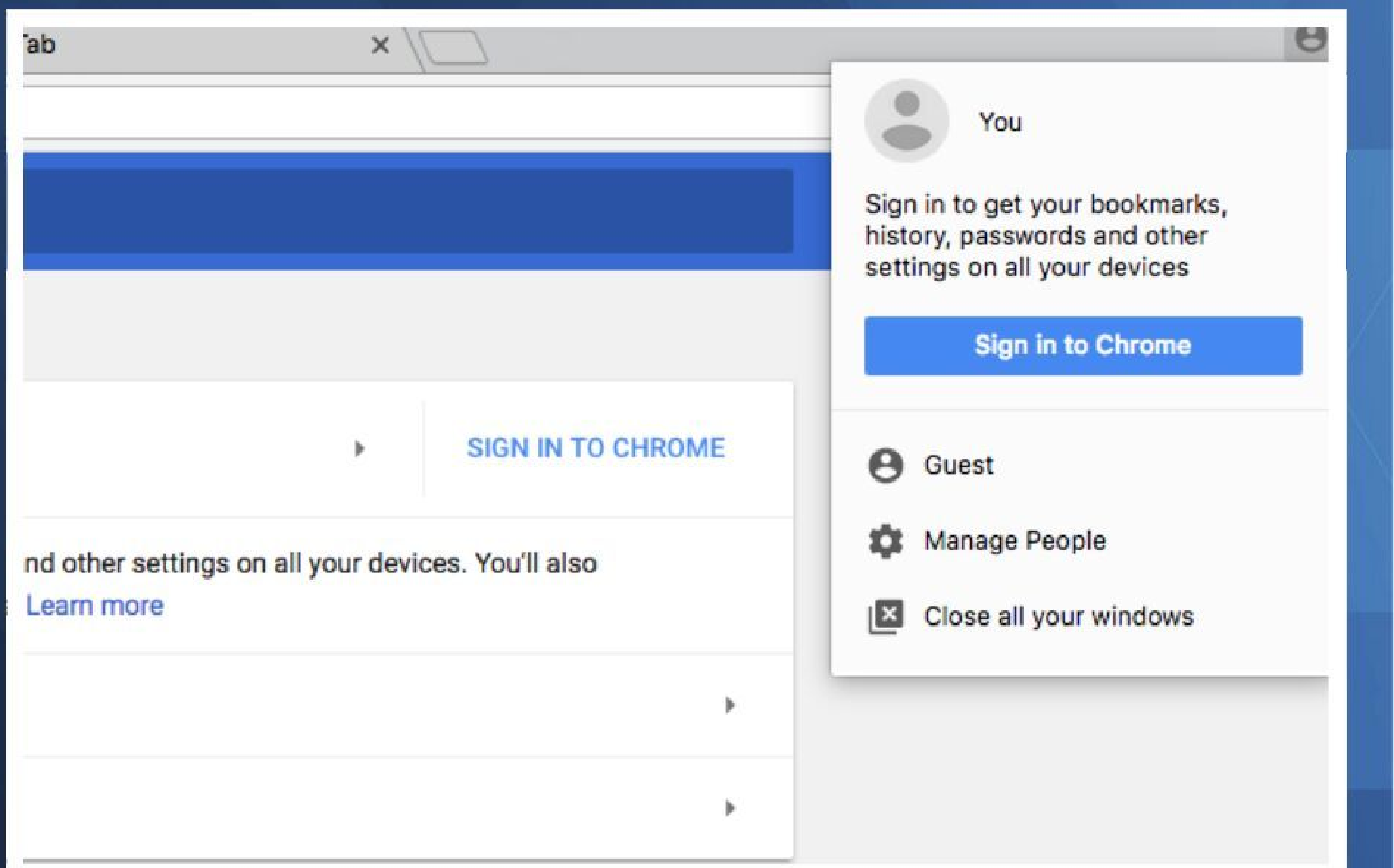
If you use Google Chrome on any device other than just your computer, the ability to sync the browser is a great feature. Chrome lets you save bookmarks, preferences, themes and even extensions and then share those changes with all your mobile devices quickly and easily.

Signing in to Chrome

Before you can sync your Chrome settings, you will need to sign in using a common Google account.

Step 1

❱ Open Chrome on your computer and click on the Chrome User button in the top right corner. Now follow the on-screen instructions and sign into your account. Click this and a new window will open.

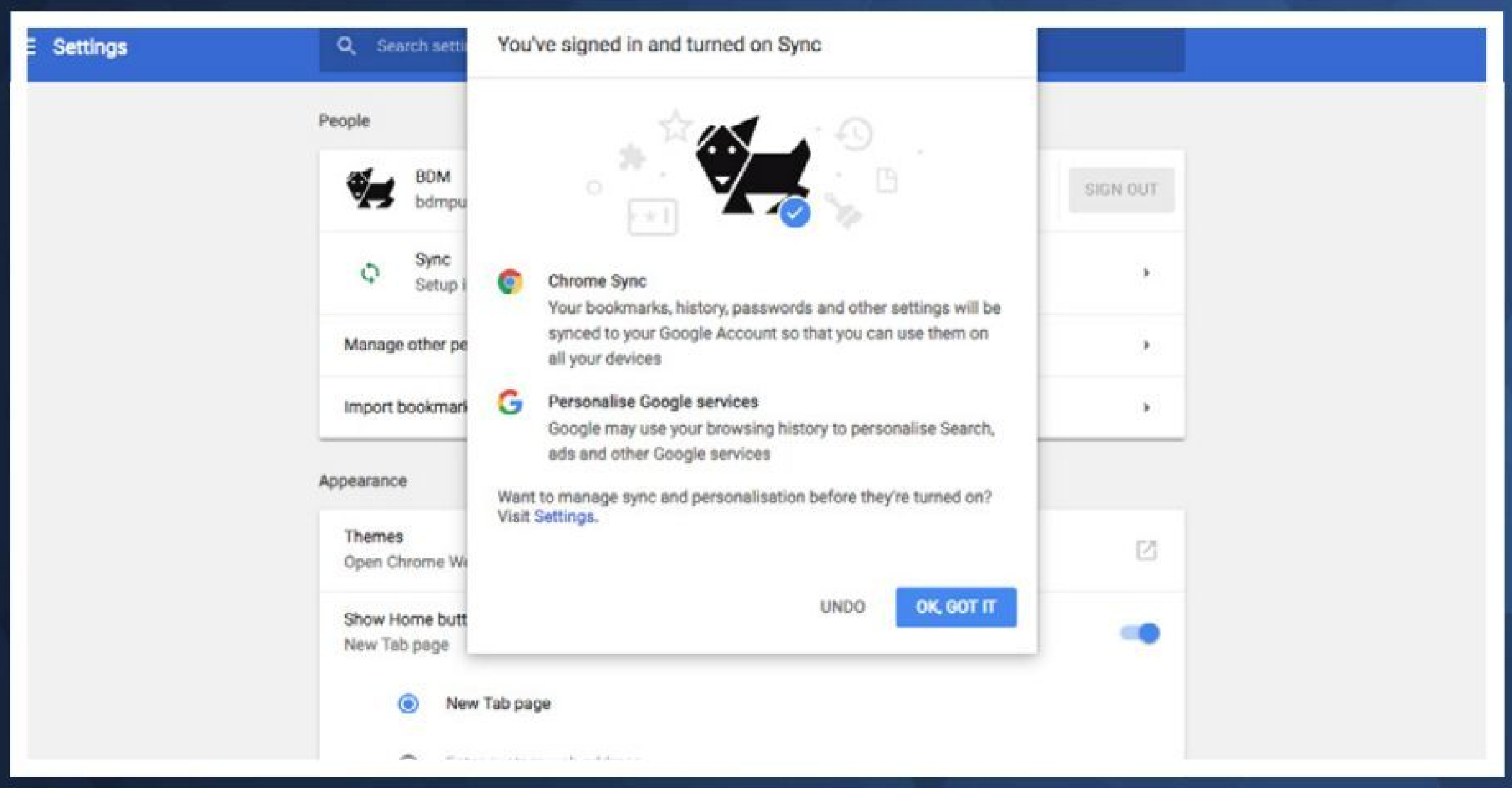

ab
You
Sign in to Chrome
SIGN IN TO CHROME
Learn more
Guest
Manage People
Close all your windows

Sign in to get your bookmarks, history, passwords and other settings on all your devices

nd other settings on all your devices. You'll also

Step 2

❱ You will now need to sign in using the Google account that you use on your other devices (smartphones, tablets, etc.). You probably only have one account but if you have more than one, make sure you check this.


Settings
Search setti
People
BDM
bdmpu
Sync
Setup i
Manage other pe
Import bookmar
Appearance
Themes
Open Chrome We
Show Home butt
New Tab page
SIGN OUT
UNDO
OK, GOT IT

You've signed in and turned on Sync

Chrome Sync
Your bookmarks, history, passwords and other settings will be synced to your Google Account so that you can use them on all your devices

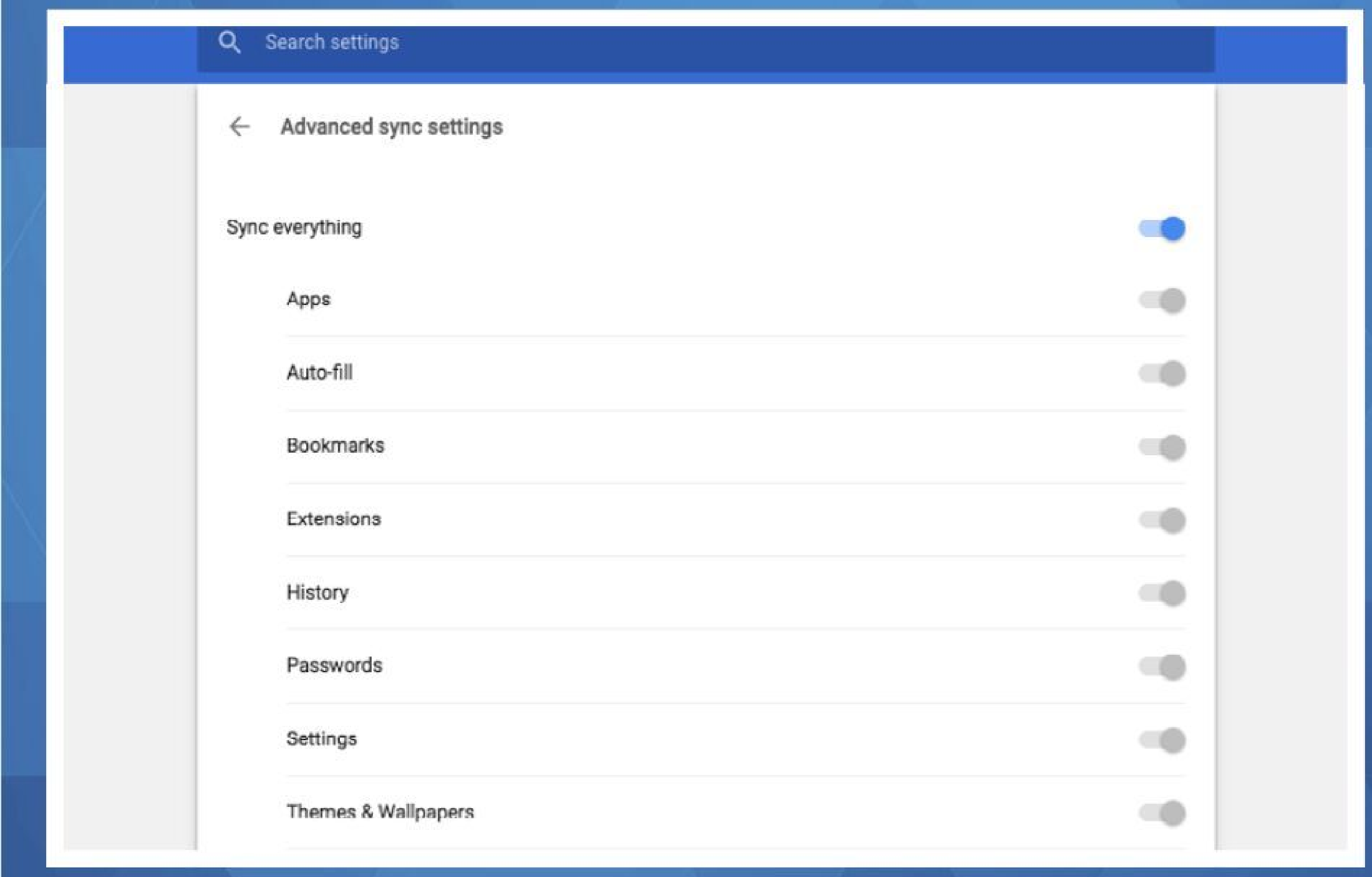
Personalise Google services
Google may use your browsing history to personalise Search, ads and other Google services

Want to manage sync and personalisation before they're turned on? Visit Settings.

● New Tab page

Step 3

❱ A Sync Settings windows should now open but if not, go to Chrome Menu > Settings > Advanced Sync Settings. Here you can select what is synced between devices. Click on Sync Everything and choose what to sync.

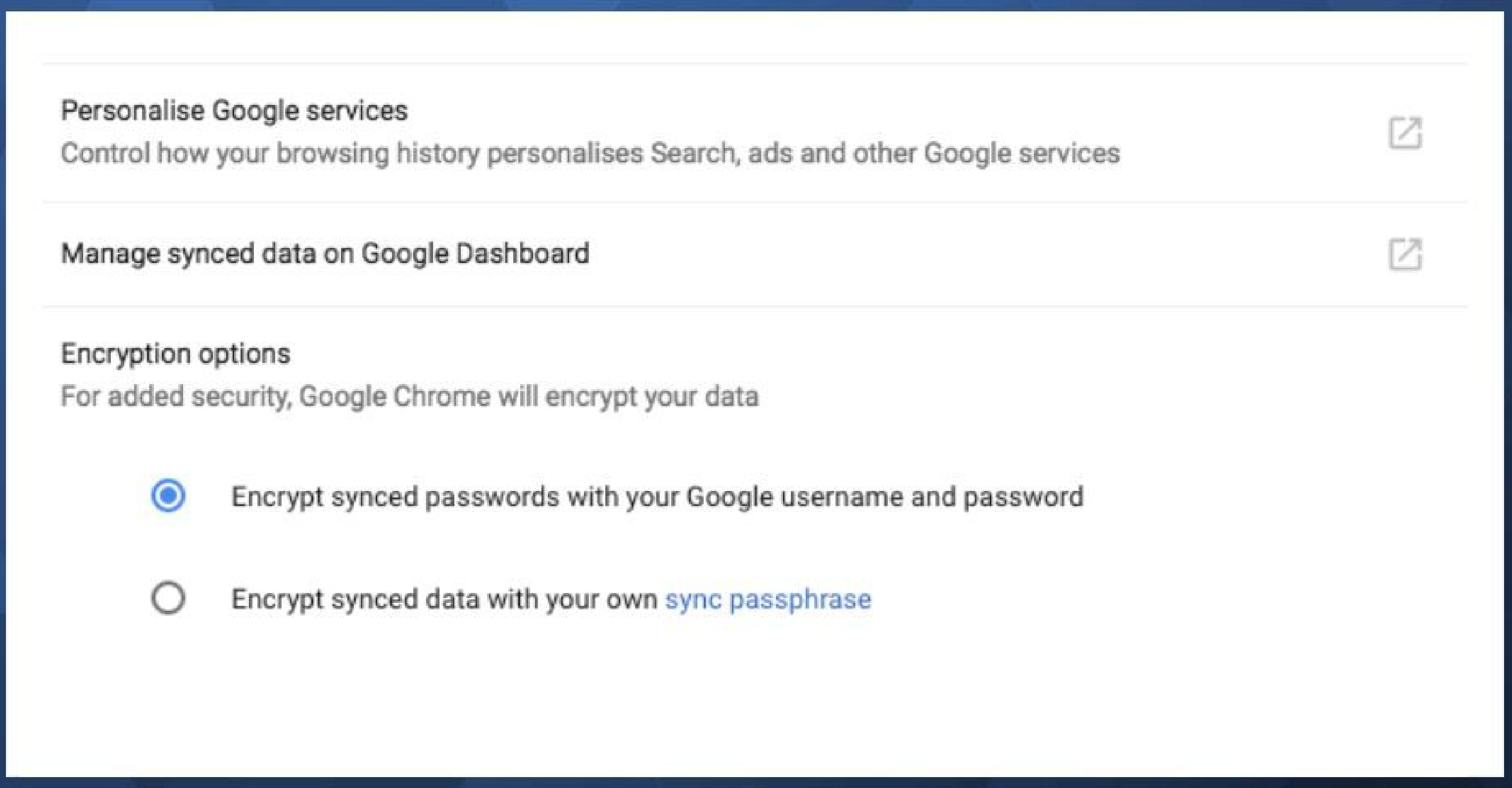

Search settings

Advanced sync settings

- Sync everything (on)
  - Apps
  - Auto-fill
  - Bookmarks
  - Extensions
  - History
  - Passwords
  - Settings
  - Themes & Wallpapers

Step 4

❱ You can also choose to encrypt your synced data. By default, your Google Account password is used to encrypt saved passwords. If you want, change this to encrypt all your synced data and then create a custom passphrase for encryption.



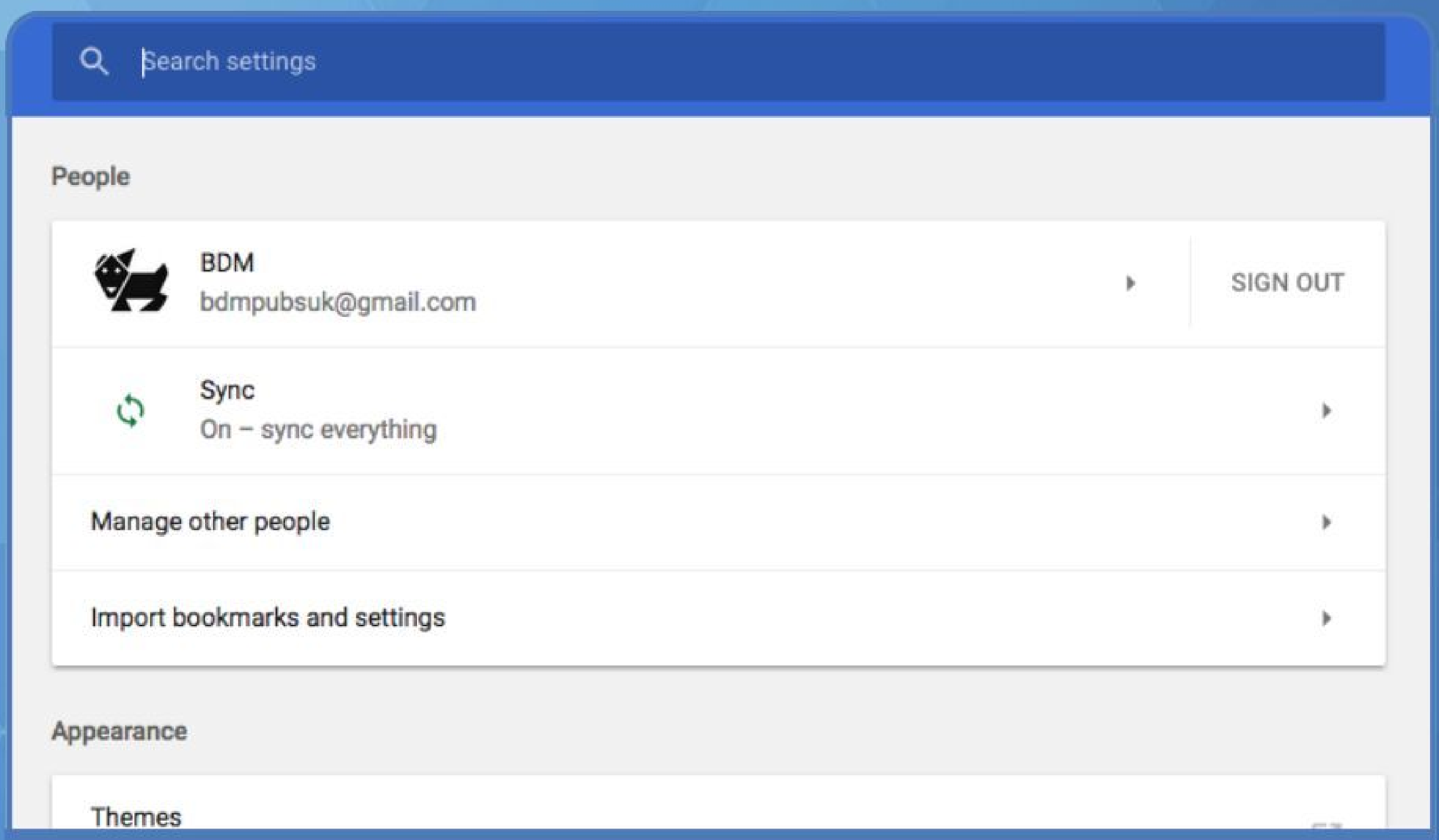
Personalise Google services
Control how your browsing history personalises Search, ads and other Google services

Manage synced data on Google Dashboard

Encryption options
For added security, Google Chrome will encrypt your data

● Encrypt synced passwords with your Google username and password

○ Encrypt synced data with your own sync passphrase


Search settings

People

BDM
bdmpubsuk@gmail.com

Sync
On – sync everything

SIGN OUT
Manage other people
Import bookmarks and settings
Appearance
Themes

Signing Out of Chrome

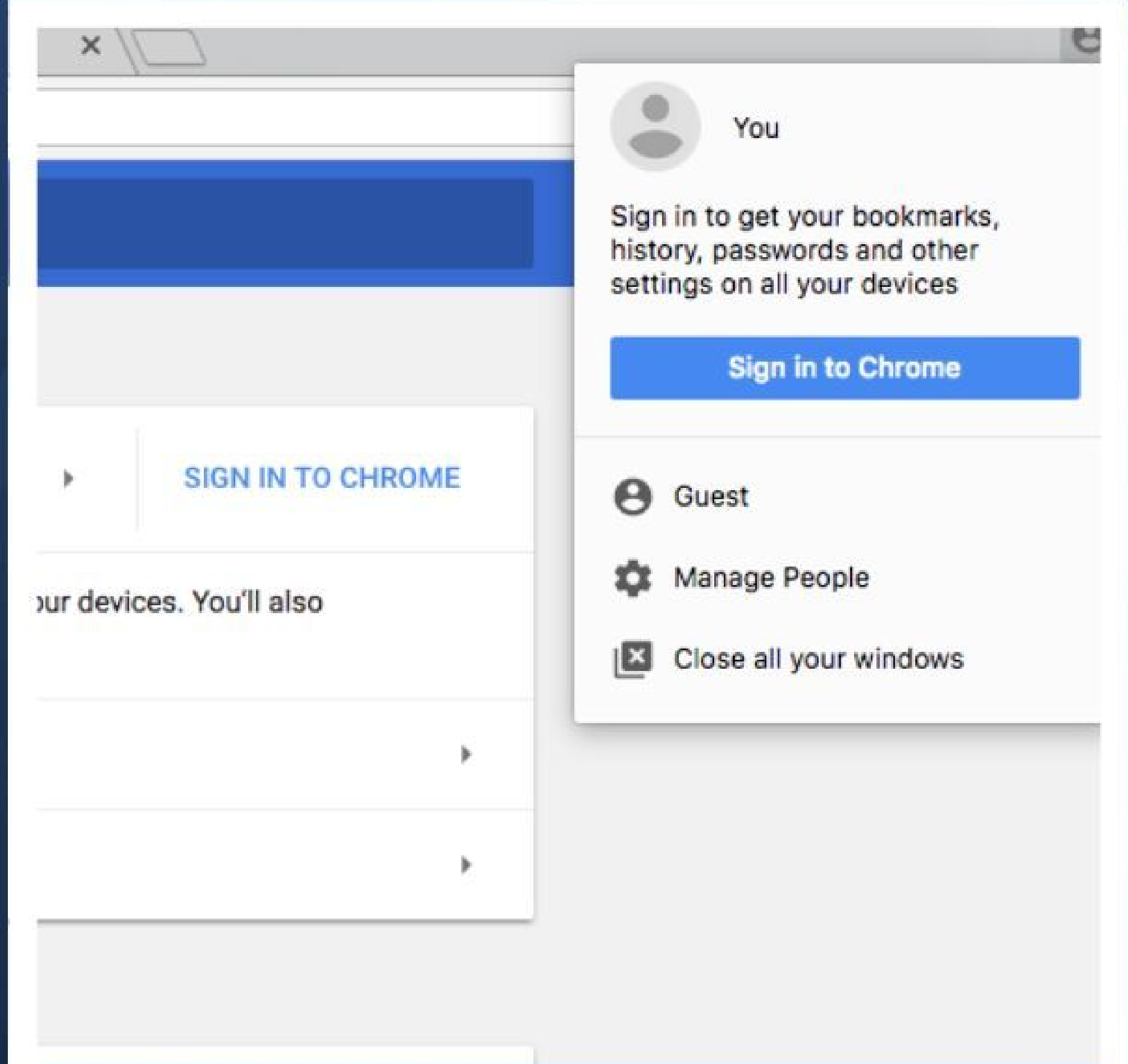
You can disconnect your Google account from Chrome and stop syncing with your other devices at any time. Disconnecting your Google account won't wipe the data stored on your computer or in your Google account. However, any future changes you make on your computer will not be reflected on other computers or devices that you have signed in to Chrome on.

Syncing Open Tabs

You can disconnect your Google account from Chrome and stop syncing with your other devices at any time. Disconnecting your Google account won't wipe the data stored on your computer or in your Google account. However, any future changes you make on your computer will not be reflected on other computers or devices that you have signed in to Chrome on.

Step 1

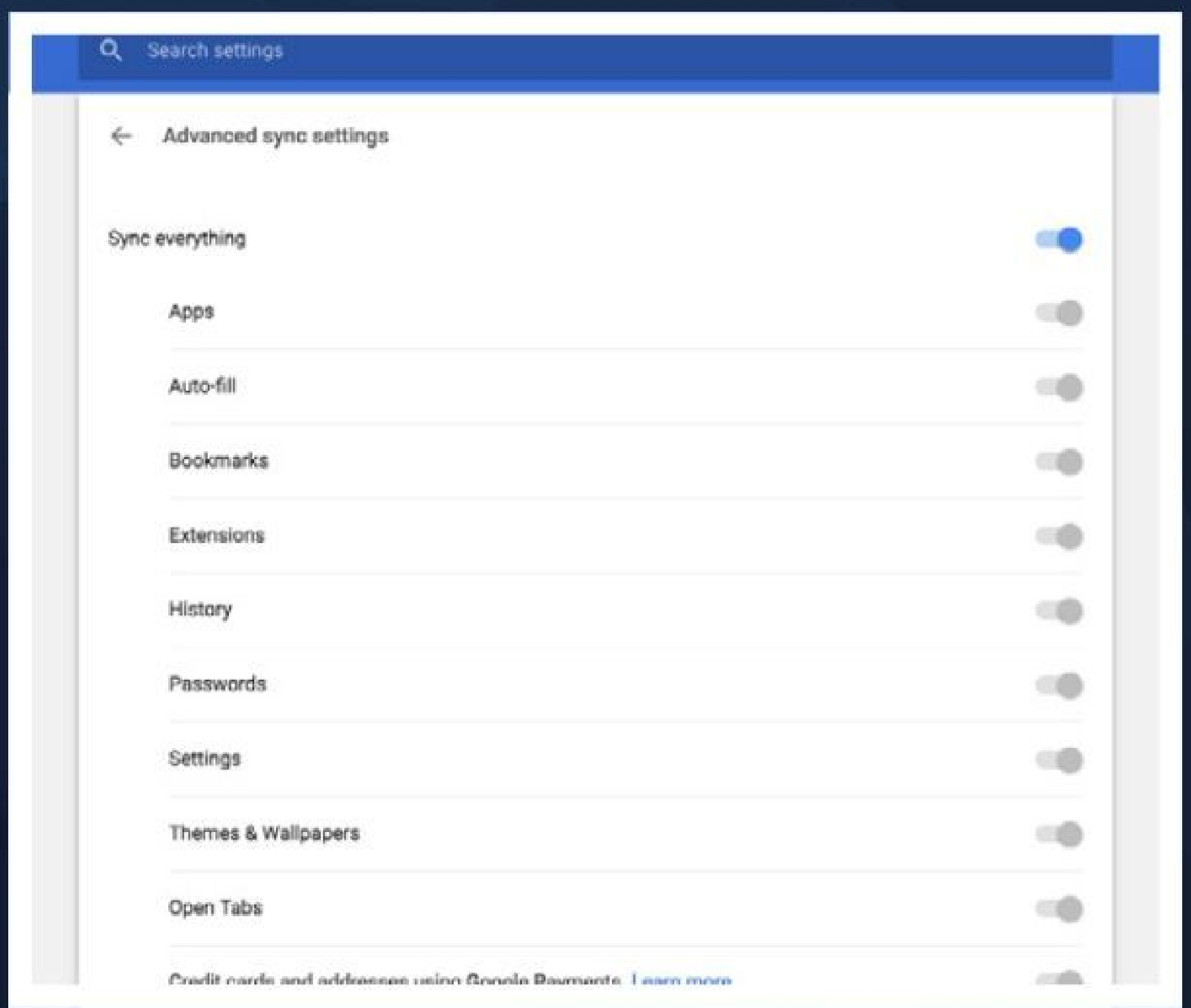
› Before you can sync open tabs between devices, you will need to make sure that the setting is enabled on both devices. Sign in to Chrome using the same Google account on the devices you want to sync.


Sign in to get your bookmarks, history, passwords and other settings on all your devices

You
Sign in to Chrome
SIGN IN TO CHROME
›ur devices. You'll also
Guest
Manage People
Close all your windows

Step 2

› Check your sync settings on each device. Open the Chrome Menu > Settings, click the icon to the right of the Sync opinion and then check Open Tabs.

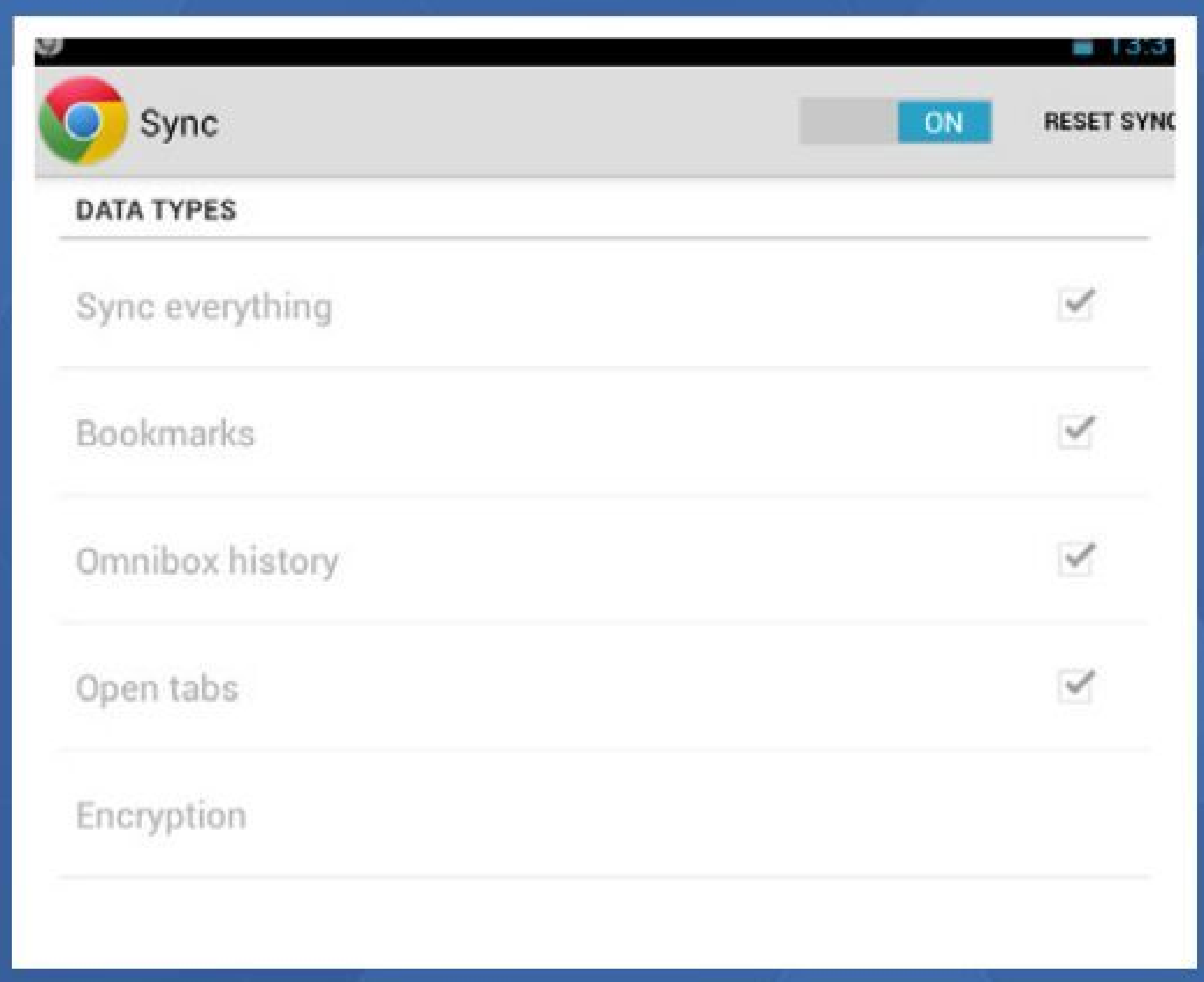

Search settings

Advanced sync settings

Sync everything
Apps
Auto-fill
Bookmarks
Extensions
History
Passwords
Settings
Themes & Wallpapers
Open Tabs
Credit cards and addresses using Google Payments Learn more

Step 3

› On Chrome for Android, tap the Menu button > Settings > Sign in to Chrome. Once signed in, tap Sync and make sure the Open tabs checkbox is selected. You should now be ready to go.

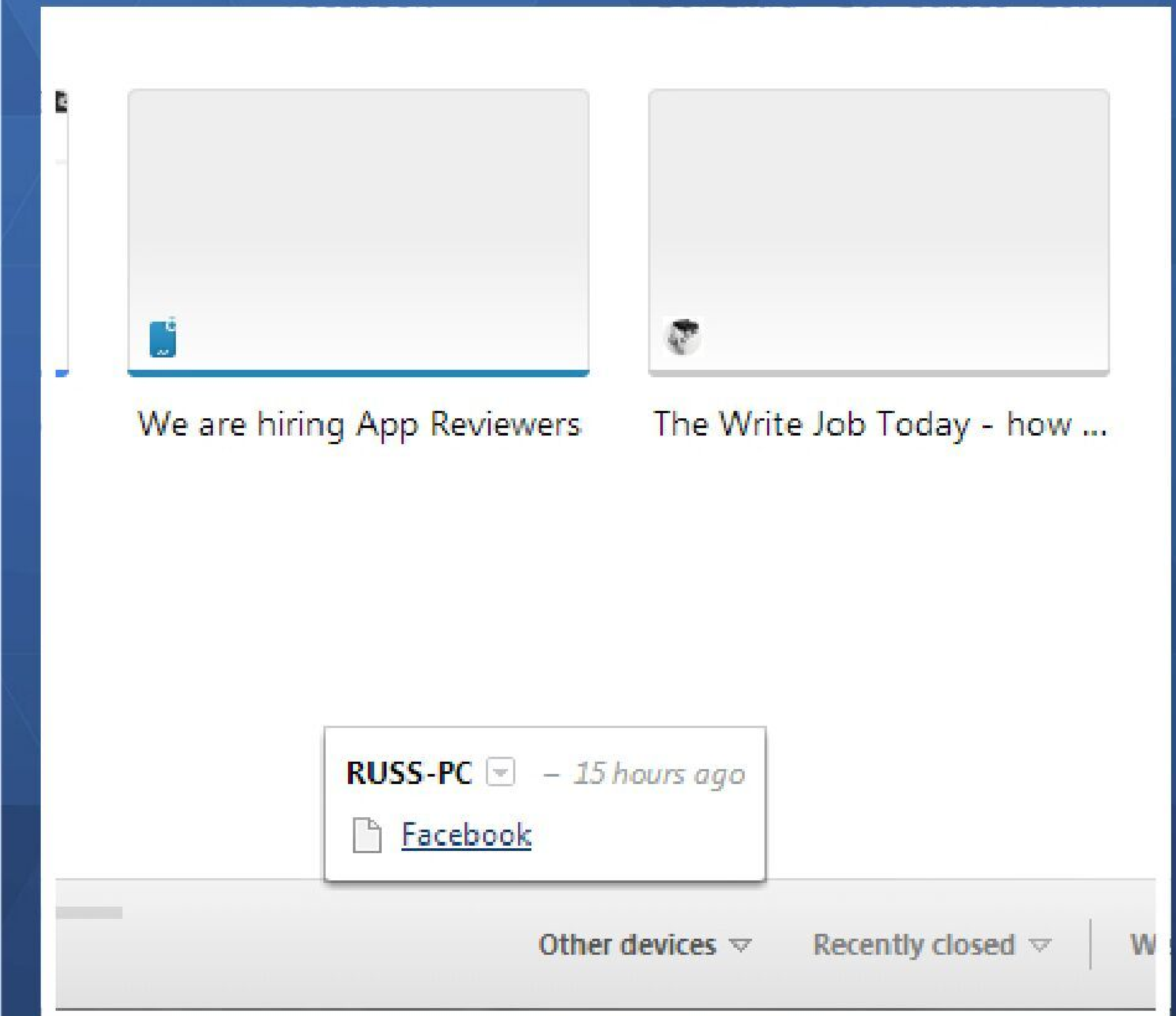

Sync ON RESET SYNC

DATA TYPES

Sync everything ☑
Bookmarks ☑
Omnibox history ☑
Open tabs ☑
Encryption

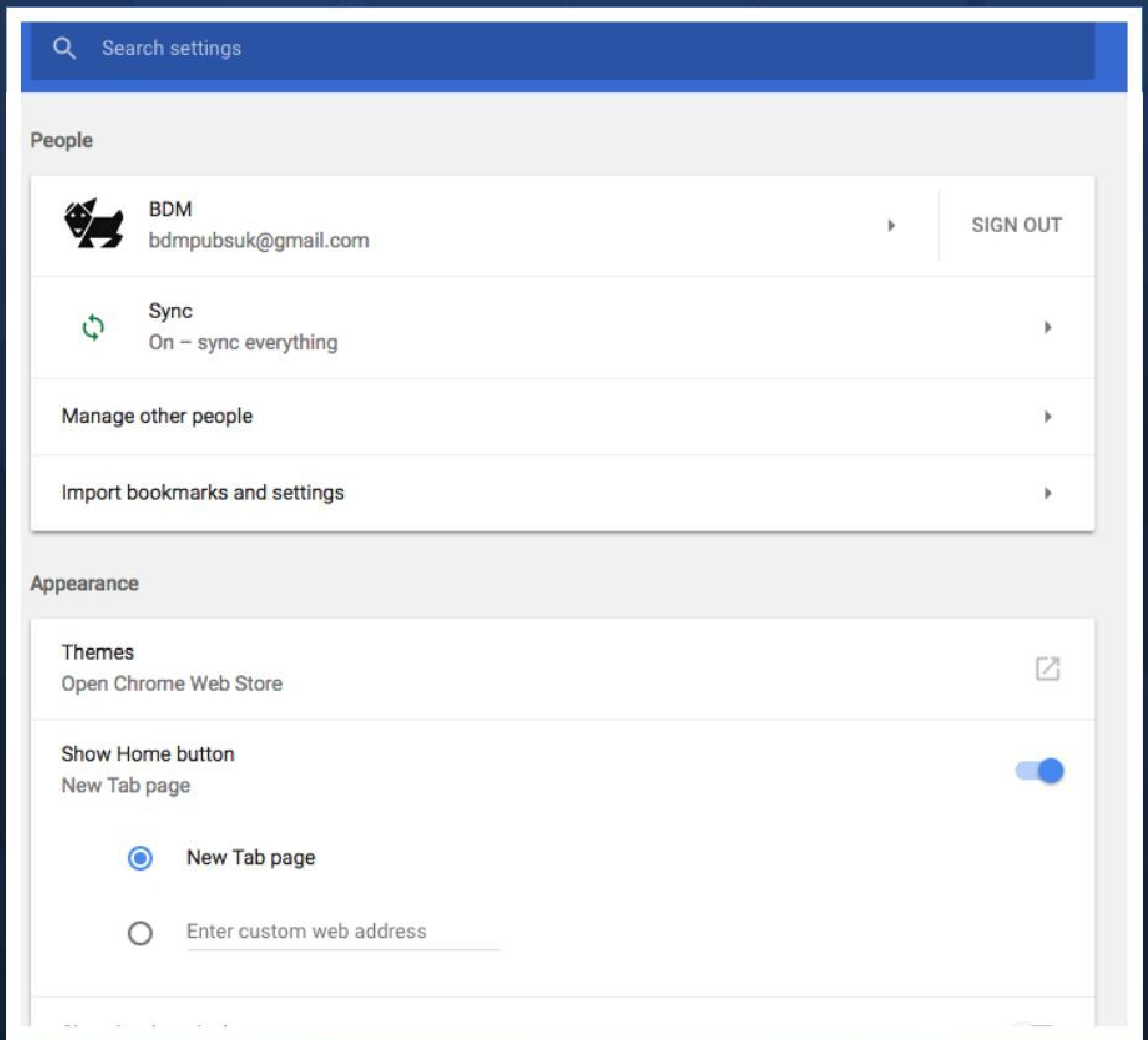
Step 4

› Open a new tab on your computer by clicking the New Tab button or Ctrl+T. In the lower right corner of the screen, click Other devices and click the tab you want to open on the current device.


We are hiring App Reviewers
The Write Job Today - how ...
RUSS-PC – 15 hours ago
Facebook
Other devices
Recently closed

Step 5

› Open tabs are grouped together by devices. You can hide a specific one by disabling tab syncing on that particular device. To temporarily hide a device, right-click its name and select Hide.


Search settings

People

BDM
bdmpubsuk@gmail.com

Sync
On – sync everything

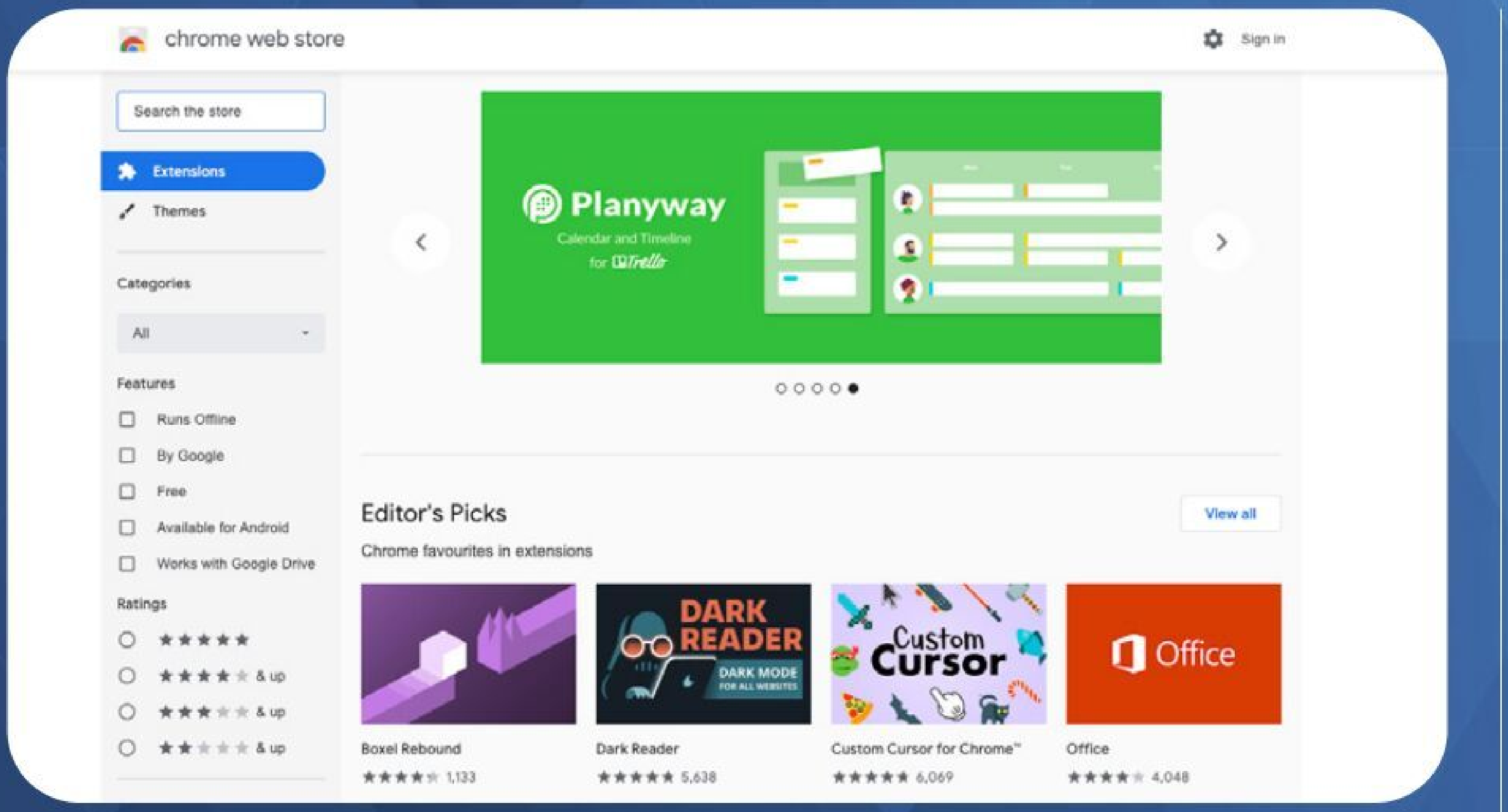
Show Home button
New Tab page

● New Tab page
○ Enter custom web address

SIGN OUT
Manage other people
Import bookmarks and settings
Appearance
Themes
Open Chrome Web Store

Using the Chrome Web Store

The Chrome Web Store gives you the option of adding thousands of different themes and extensions to your browser. Here's how to get started with apps and extensions on Chrome.

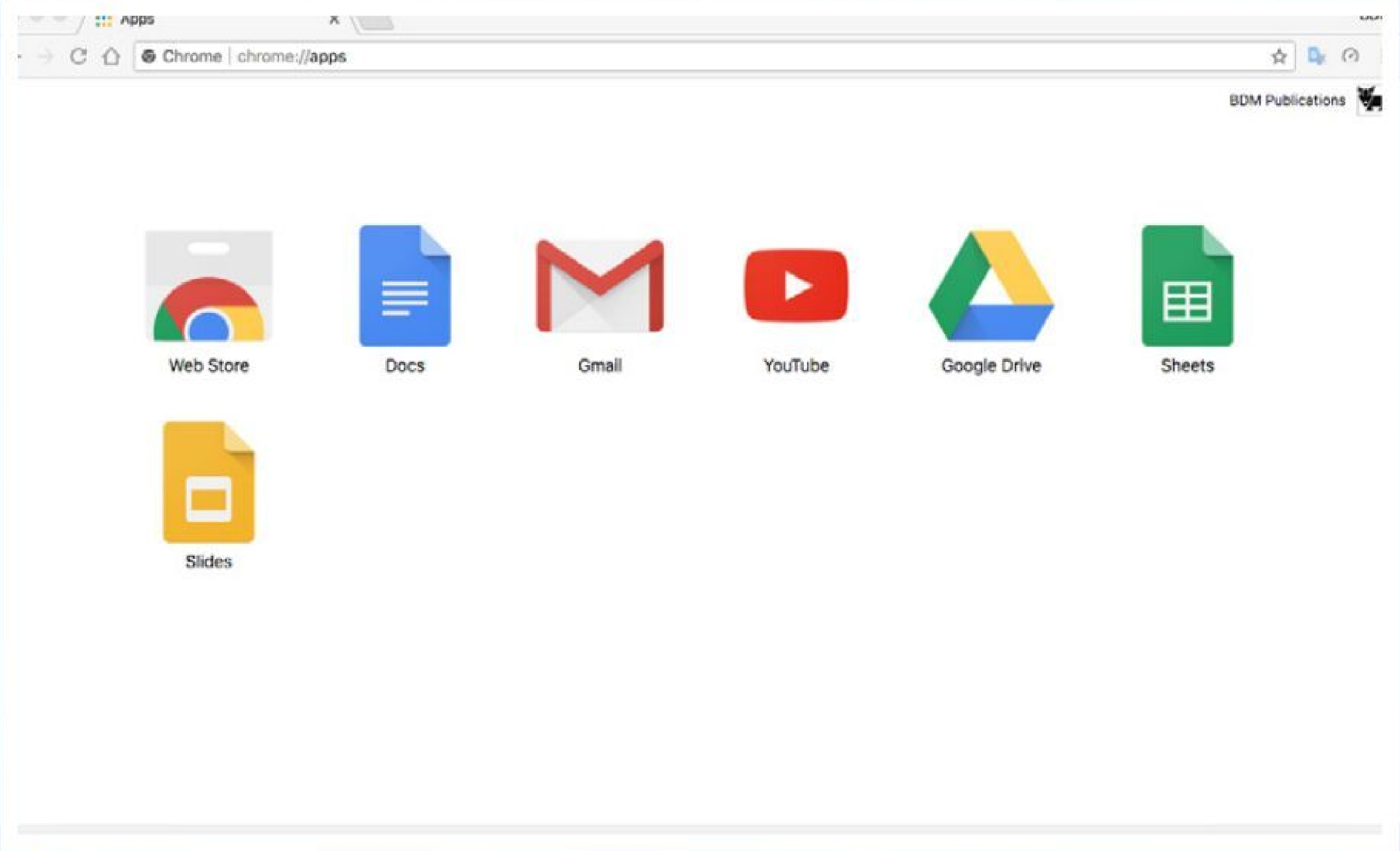

chrome web store
Sign in
Search the store
Extensions
Themes
Categories
All
Features
Runs Offline
By Google
Free
Available for Android
Works with Google Drive
Ratings
Planyway
Calendar and Timeline for Trello
Editor's Picks
View all
Chrome favourites in extensions
DARK READER
Custom Cursor
Office
Boxel Rebound
Dark Reader
Custom Cursor for Chrome™
Office

Chrome Themes

Chrome Extensions are web-based programmes that are designed to be used entirely within the browser. Using apps, you can do things like create documents, edit photos and listen to music, without having to install complicated third-party software on your computer. Themes on the other hand are purely aesthetic as they change the look of the Chrome browser and do not add any further functionality. Think of Themes as a way of injecting a little extra bit of your personality into your web browser.

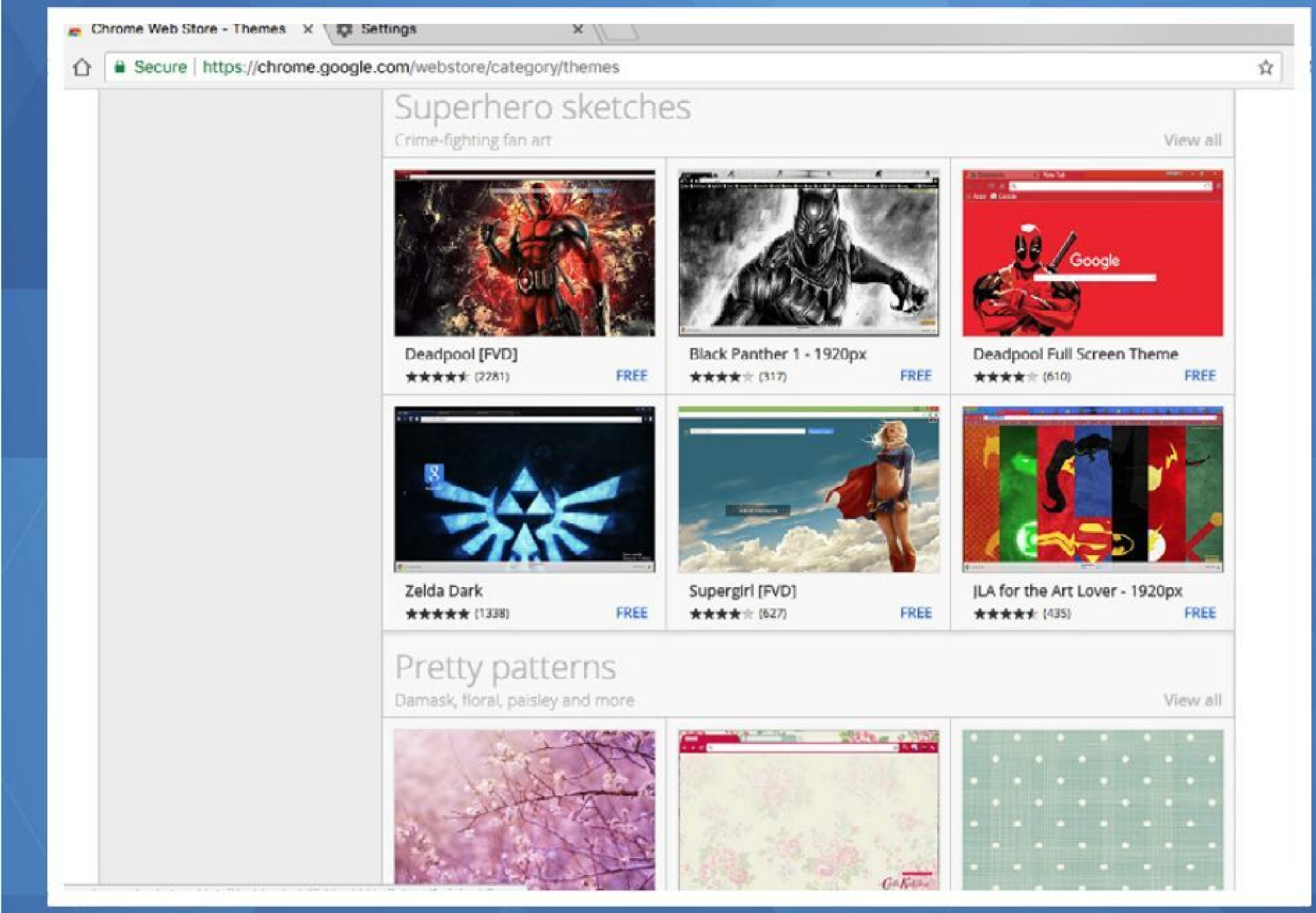
Step 1

❱ You can access the Web Store easily by clicking on the Apps Icon in the top left area of the page when you start Chrome. The Apps page will slide into view, displaying any apps you currently have installed (Gmail and YouTube for example).


Apps
Chrome | chrome://apps
BDM Publications
Web Store
Docs
Gmail
YouTube
Google Drive
Sheets
Slides

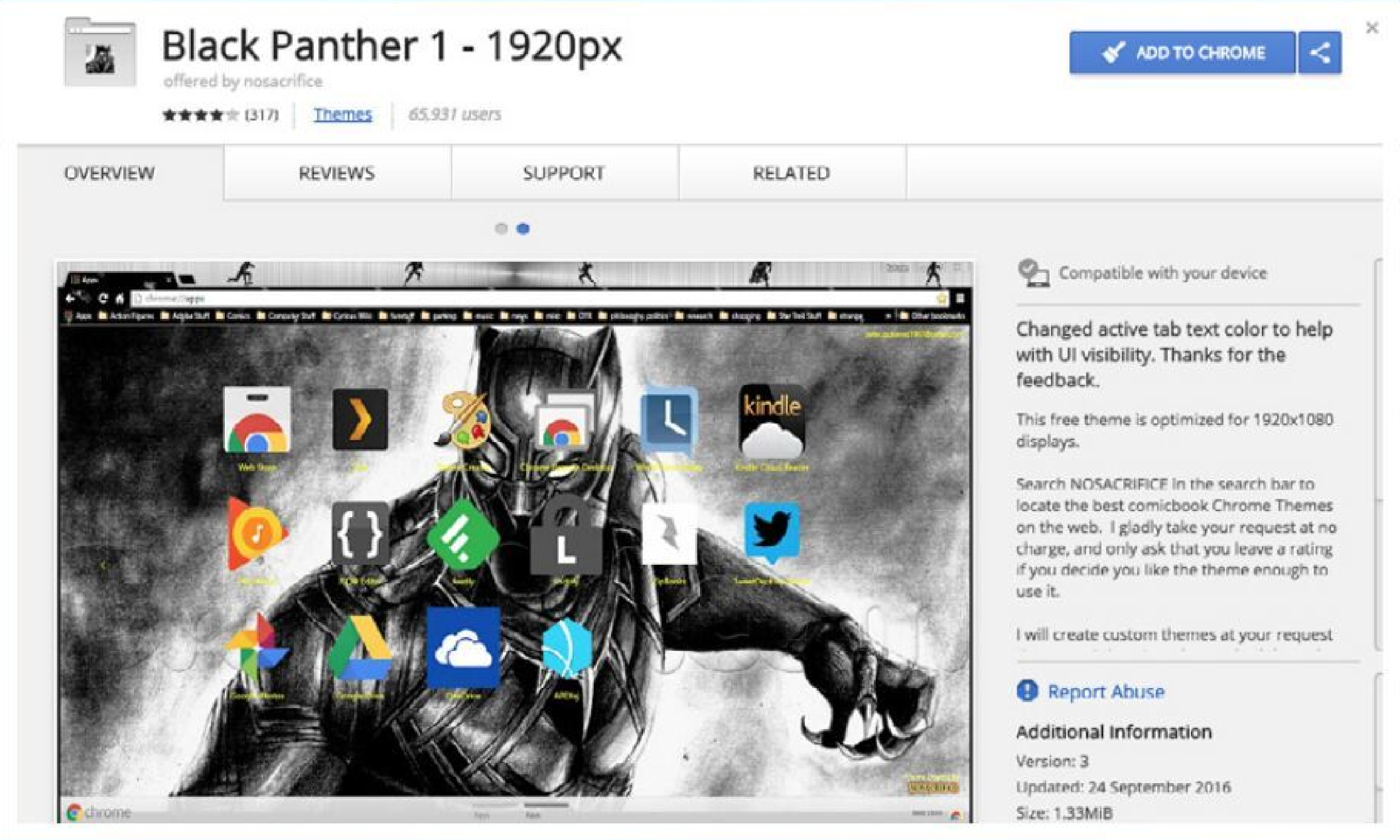
Step 2

❱ Click on the lower right side of the Chrome Web Store icon to open it. The web store home screen shows a selection of popular and trending themes. Roll over any of the images to read a short description. To see more details, click anywhere on the description or theme title.


Chrome Web Store - Themes
Settings
Secure | https://chrome.google.com/webstore/category/themes
Superhero sketches
Crime-fighting fan art
View all
Deadpool [FVD]
FREE
Black Panther 1 - 1920px
FREE
Deadpool Full Screen Theme
FREE
Zelda Dark
FREE
Supergirl [FVD]
FREE
JLA for the Art Lover - 1920px
FREE
Pretty patterns
Damask, floral, paisley and more
View all

Step 3

❱ To install a theme, click on the Add to Chrome button. Your new theme will instantly install and be present within your current Chrome Browser window. You can also share themes with others by clicking on the Share button next to the Add to Chrome button; or Launch Theme button if already installed. Choose the Share method from the list.


Black Panther 1 - 1920px
offered by nosacrifice
(317)
Themes
65,931 users
ADD TO CHROME
OVERVIEW
REVIEWS
SUPPORT
RELATED
Compatible with your device
Report Abuse
Additional Information
Version: 3
Updated: 24 September 2016
Size: 1.33MiB

Changed active tab text color to help with UI visibility. Thanks for the feedback.

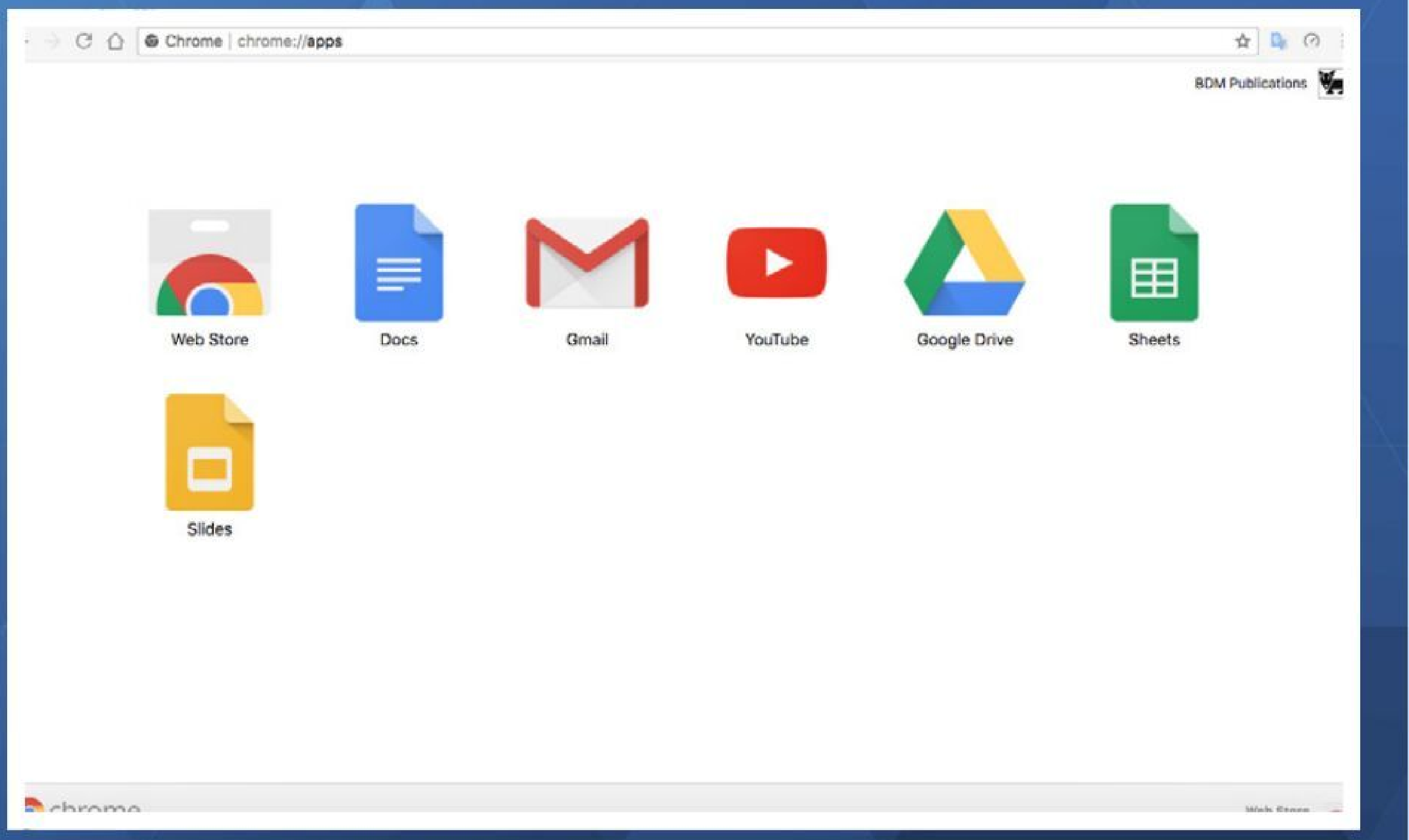
This free theme is optimized for 1920x1080 displays.

Chrome Extensions

Extensions are extra features and tools that you can add to Google Chrome. Using extensions, you can customise Chrome with the features you want or need, while keeping your browser free of things that you don't. Some extensions add buttons next to the address bar to let you know about certain events. For instance, you can use the Google Mail Checker to get alerts about new emails. Some extensions act like shortcuts. For example, if you use a feed reader, the RSS Subscription Extension lets you know if there's a feed for the site you're on. Click the small icon that appears in the address bar to quickly subscribe to the feed. Here's how to find and install extensions to Google Chrome.

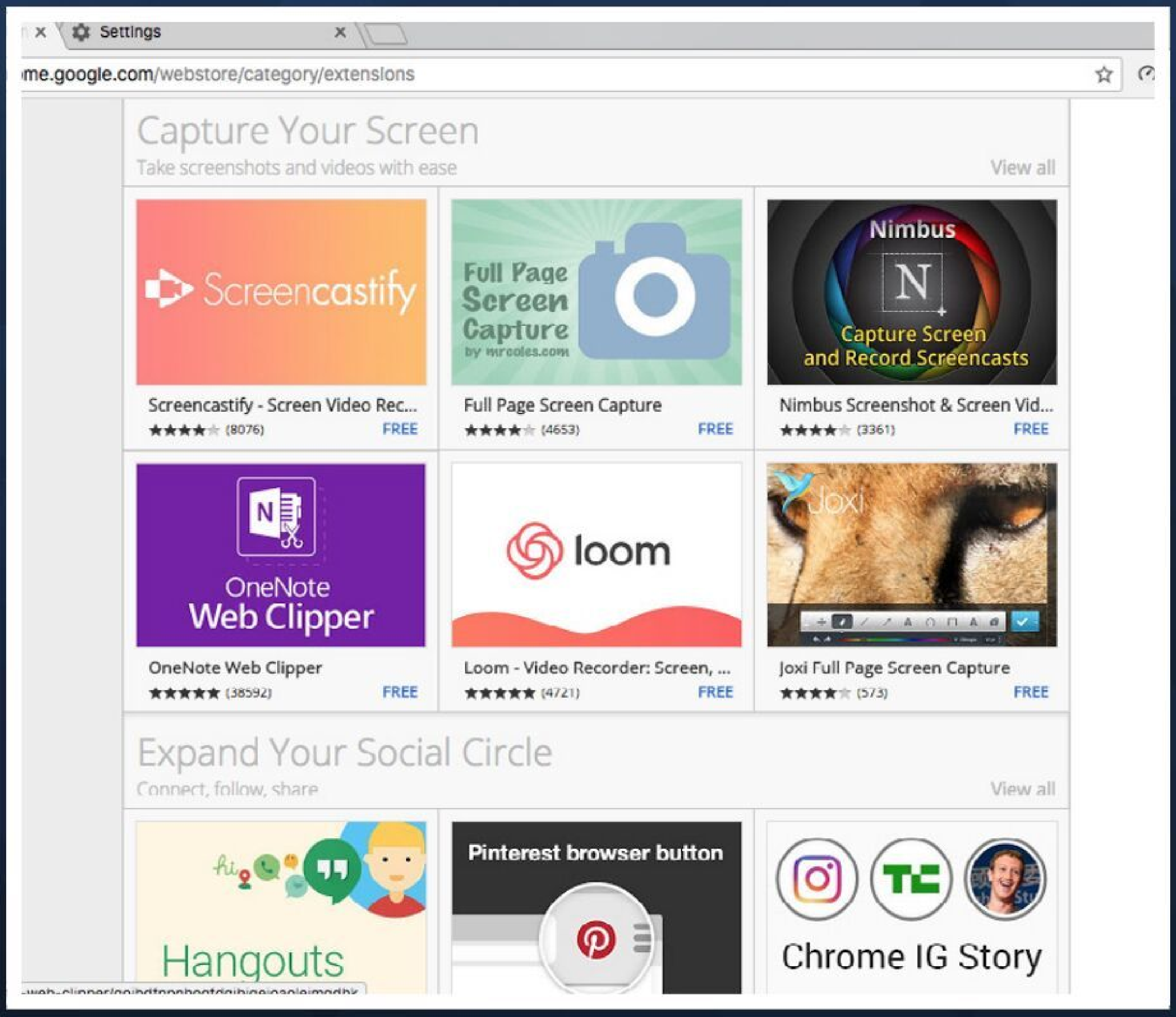
Step 1

❱ You need to return to the Web Store, following the same process as previously covered. Once again the Apps page will be the first thing you view, displaying any apps you currently have installed. Unlike apps, extensions will not be displayed here.


Chrome | chrome://apps
BDM Publications
Web Store
Docs
Gmail
YouTube
Google Drive
Sheets
Slides

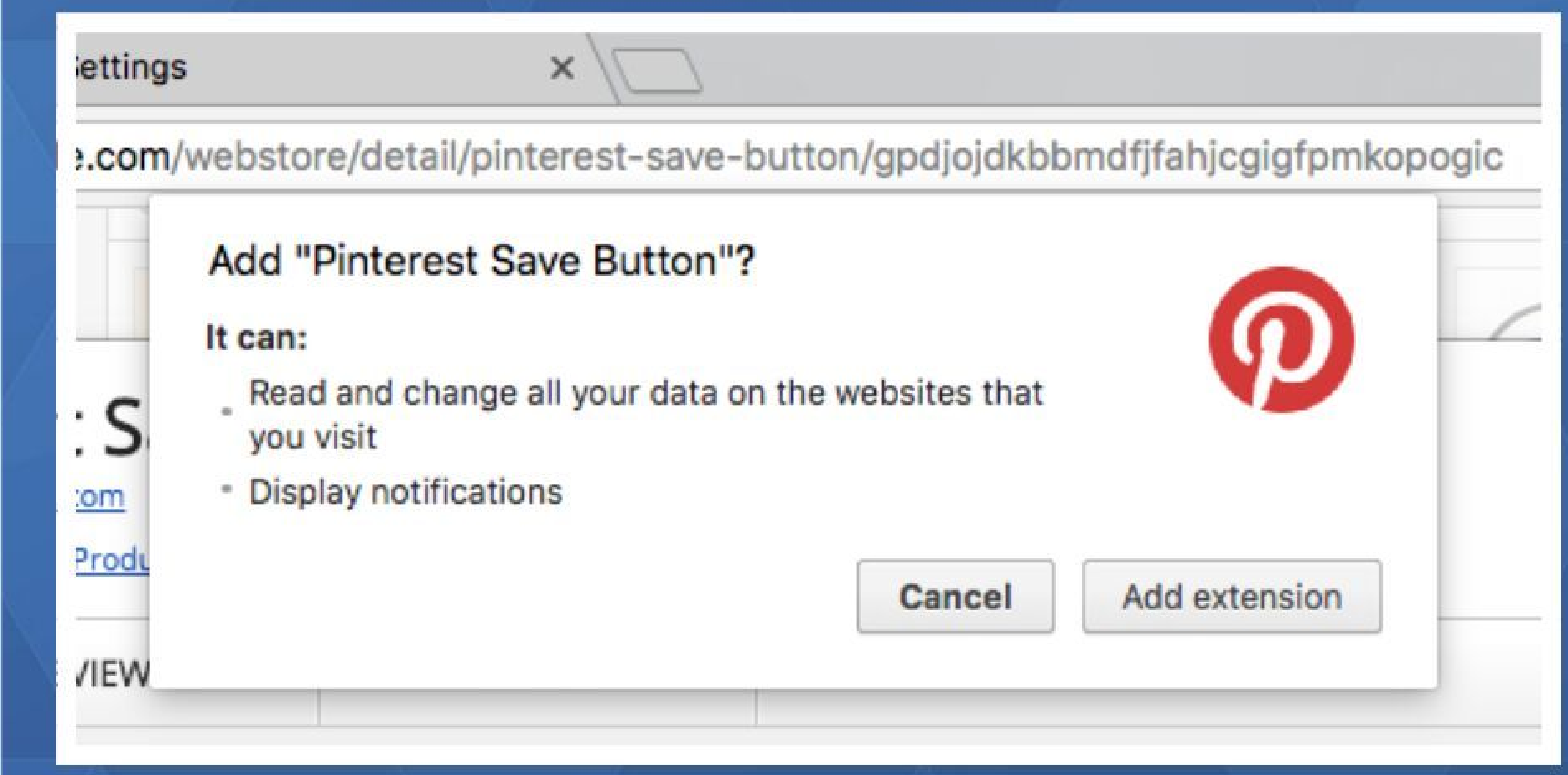
Step 2

❱ Click on the Chrome Web Store icon to open it. The web store Home screen shows a selection of popular and trending extensions and themes. To view available extensions, click the Extensions link at top left. An extended menu will then allow you to choose a category.


Settings
me.google.com/webstore/category/extensions
Capture Your Screen
Take screenshots and videos with ease
View all
Screencastify
Screencastify - Screen Video Rec...
FREE
Full Page Screen Capture
Full Page Screen Capture
FREE
Nimbus
Capture Screen and Record Screencasts
Nimbus Screenshot & Screen Vid...
FREE
OneNote Web Clipper
OneNote Web Clipper
FREE
loom
Loom - Video Recorder: Screen, ...
FREE
Joxi
Joxi Full Page Screen Capture
FREE
Expand Your Social Circle
Connect, follow, share
View all
Hangouts
Pinterest browser button
Chrome IG Story

Step 3

❱ Roll over any of the extension images to read a short description. To see more details, click anywhere on the description or extension title. You can then read an overview, details, reviews and see related software. To install an extension, click on the Add to Chrome button.



Add "Pinterest Save Button"?

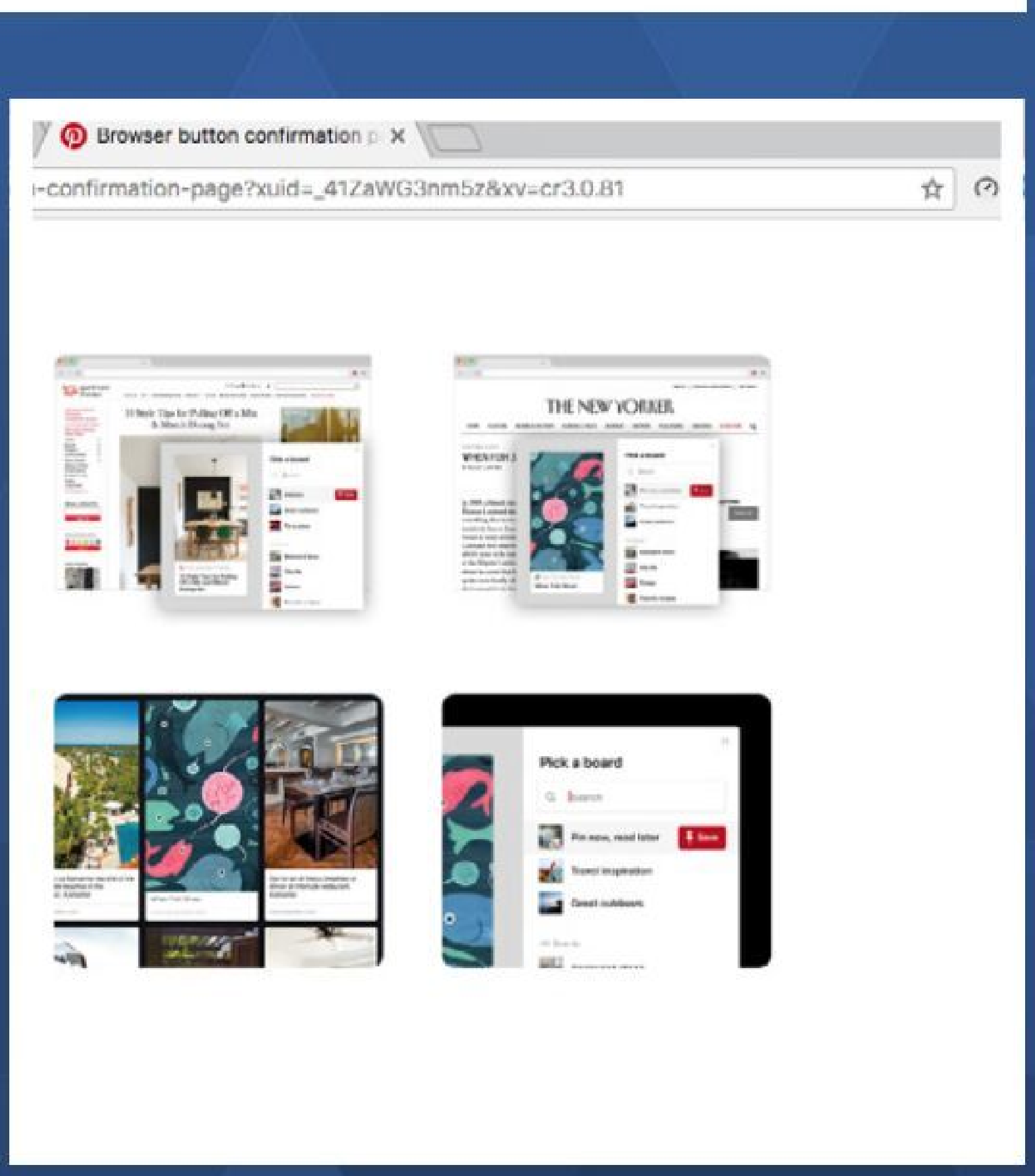
It can:

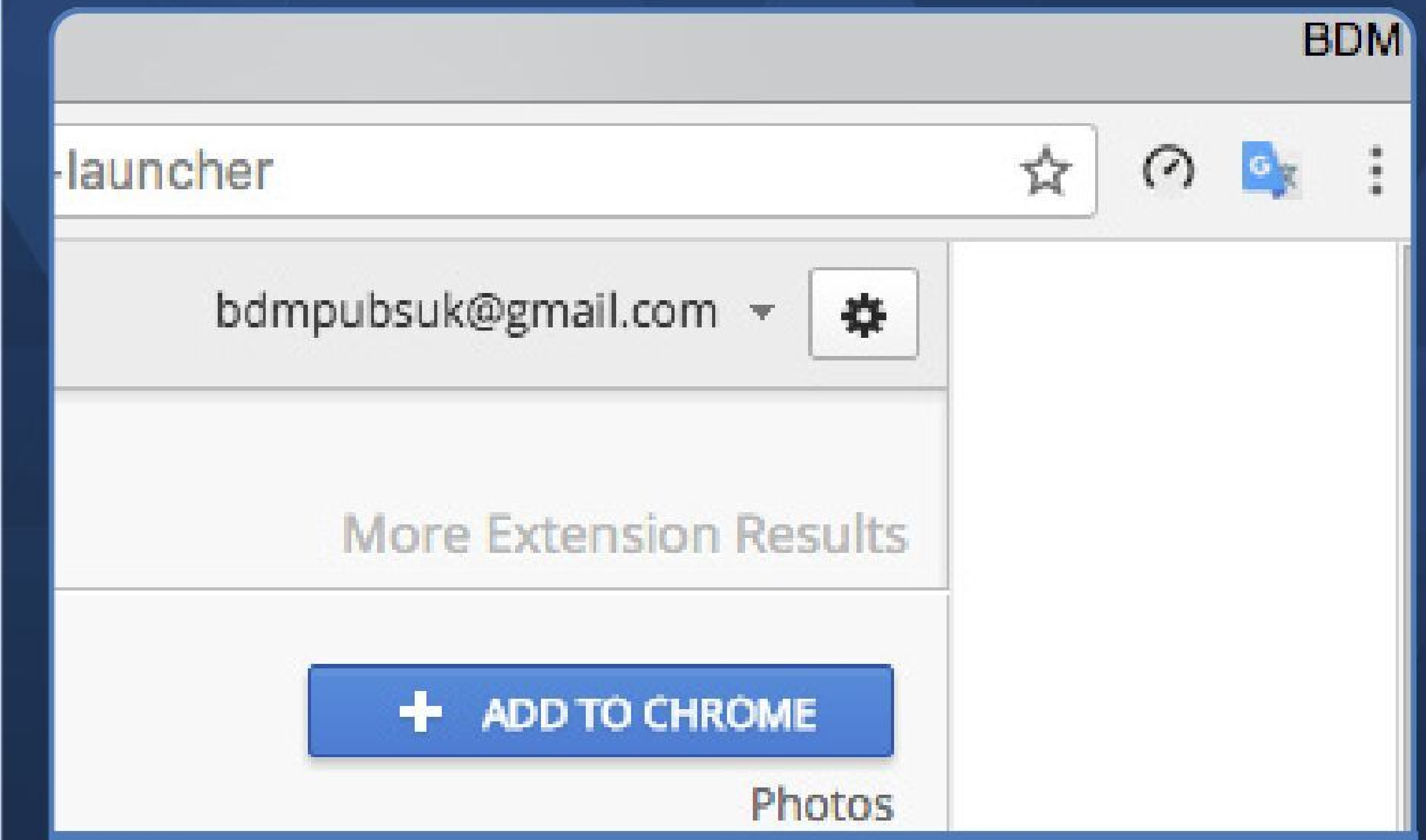
- Read and change all your data on the websites that you visit
- Display notifications

ettings
.com/webstore/detail/pinterest-save-button/gpdjojdkbbmdfjfahjcgigfpmkopogic
Cancel
Add extension

Step 4

❱ When you have confirmed you wish to save it, your new extension will be downloaded and appears as a small icon at the top right of the screen. To open this simply click on the icon.


Browser button confirmation


BDM
launcher
bdmpubsuk@gmail.com
More Extension Results
ADD TO CHROME
Photos

Manage the Toolbar

You can rearrange and customise how the extensions are displayed in the toolbar. To rearrange the icons, simply drag extension icons next to the address bar to rearrange them on the browser toolbar. If you want to see more extension icons on the browser toolbar, you can expand the extension icon area. Click the right border of the address bar and drag it to the left. Similarly, to hide extra extensions, extend the address bar by dragging its right border to the right. You can click the arrow button next to the Chrome menu to see your extra extensions (if they display icons).

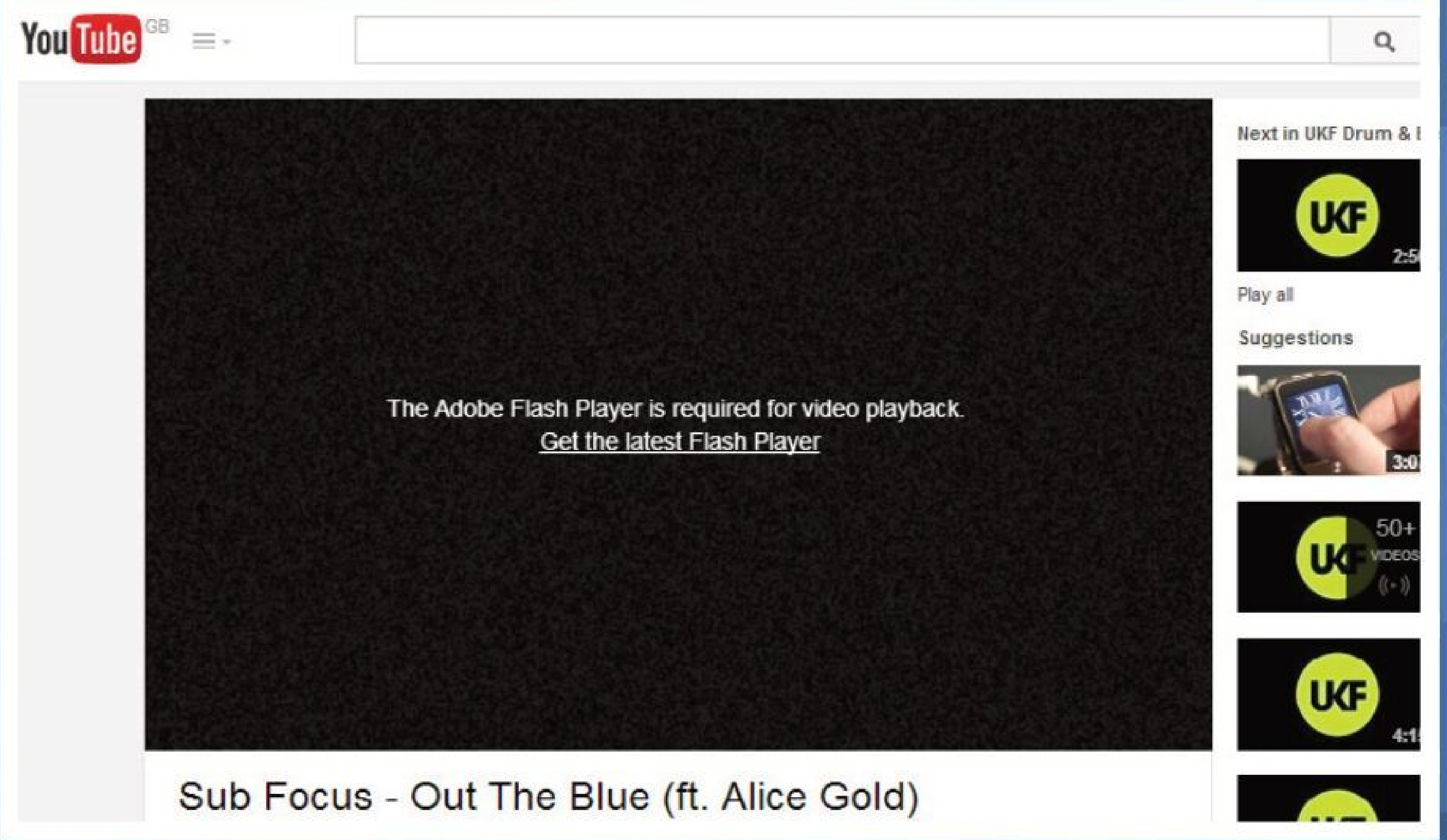
How to Use Chrome Plug-ins

Plug-ins are essential pieces of software that help the browser to read and display certain types of content. Unlike extensions, which add extra features to Chrome, plug-ins are essential to the smooth running of the browser. Here's how to check, install, block and disable plug-ins for Chrome.

Installing Plug-ins

Step 1

❱ Assuming that you allow websites to use plug-ins, if Google Chrome detects that you're missing a particular plug-in for a page you are trying to view, you will see a prompt to install the plug-in at the top of the web page.

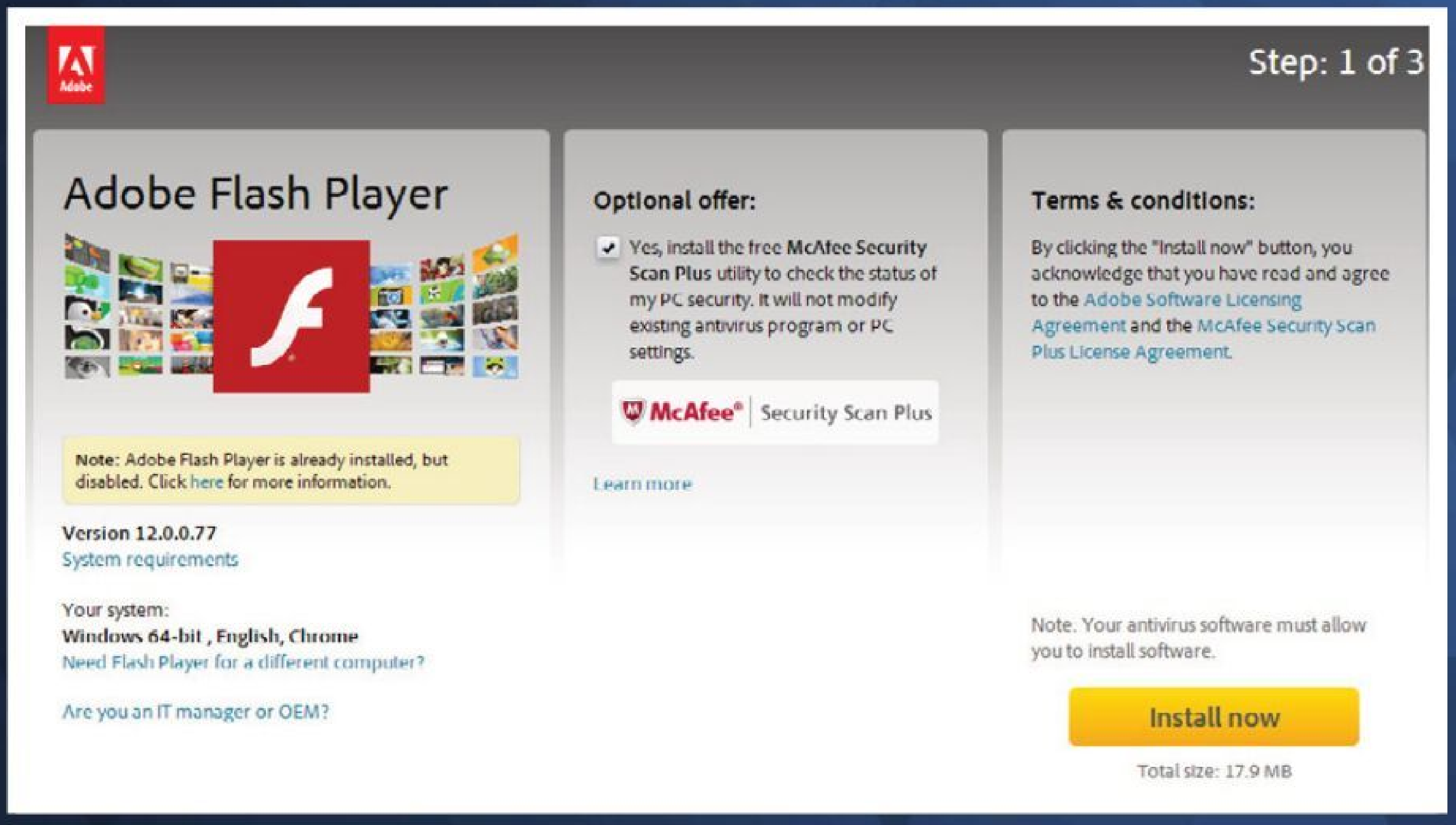


The Adobe Flash Player is required for video playback.
Get the latest Flash Player

YouTube
Next in UKF Drum & B
Play all
Suggestions
Sub Focus - Out The Blue (ft. Alice Gold)

Step 2

❱ Click Install plug-in in the message dialog. Some plug-ins begin the installation process by downloading a setup file to your computer. For those plug-ins, make sure that you confirm the download by clicking Save in the downloads bar that appears.



Step: 1 of 3

Adobe Flash Player

Note: Adobe Flash Player is already installed, but disabled. Click here for more information.

Version 12.0.0.77
System requirements

Your system:
Windows 64-bit , English, Chrome
Need Flash Player for a different computer?

Are you an IT manager or OEM?

Optional offer:

☑ Yes, install the free McAfee Security Scan Plus utility to check the status of my PC security. It will not modify existing antivirus program or PC settings.

McAfee® | Security Scan Plus

Learn more

Terms & conditions:

By clicking the "Install now" button, you acknowledge that you have read and agree to the Adobe Software Licensing Agreement and the McAfee Security Scan Plus License Agreement.

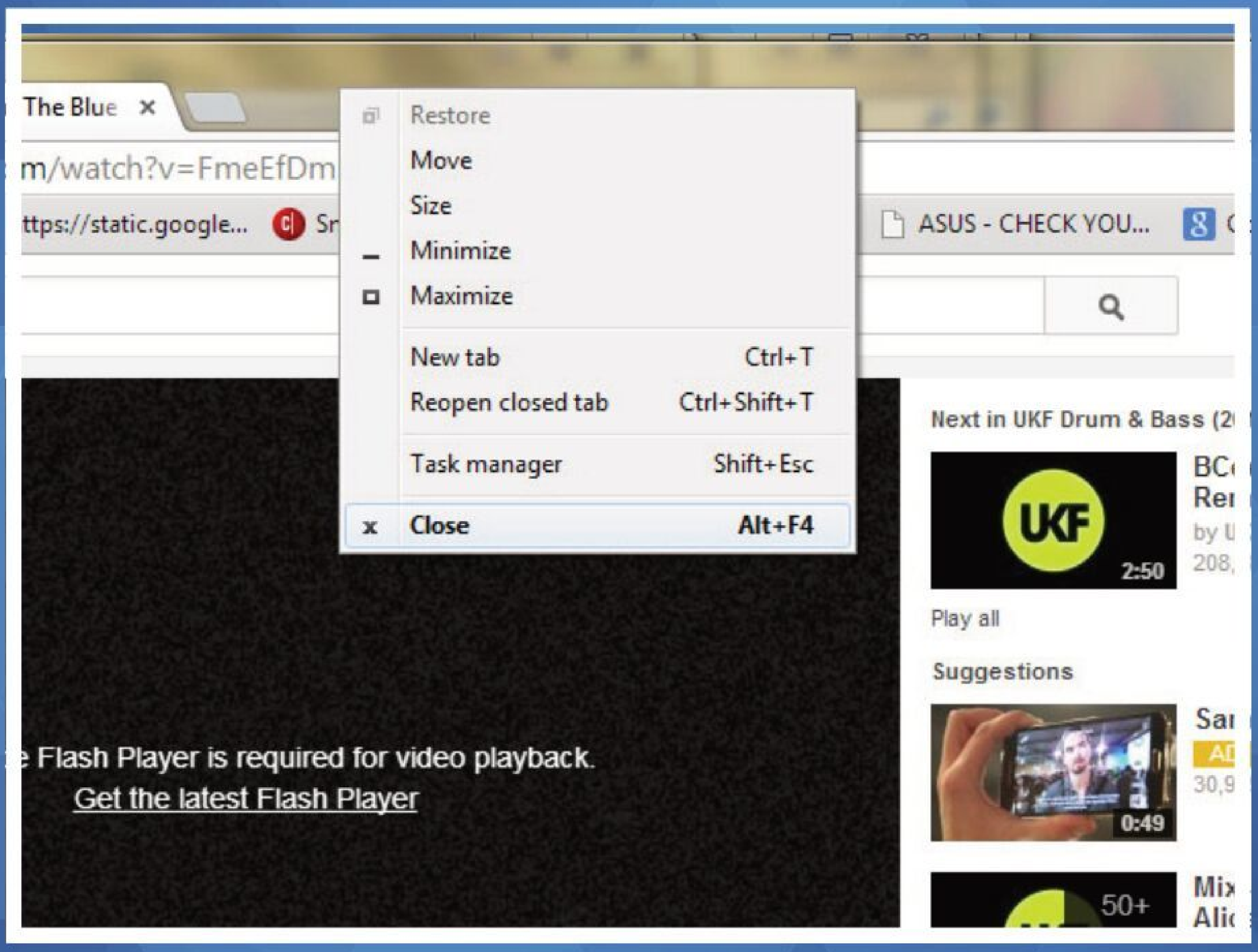
Note. Your antivirus software must allow you to install software.

Install now

Total size: 17.9 MB

Step 3

❱ Once the download has finished, restart Google Chrome by closing all open windows to complete the installation process. This is an important step as Chrome needs to be restarted or it will continue to look for the plug-in you just downloaded.

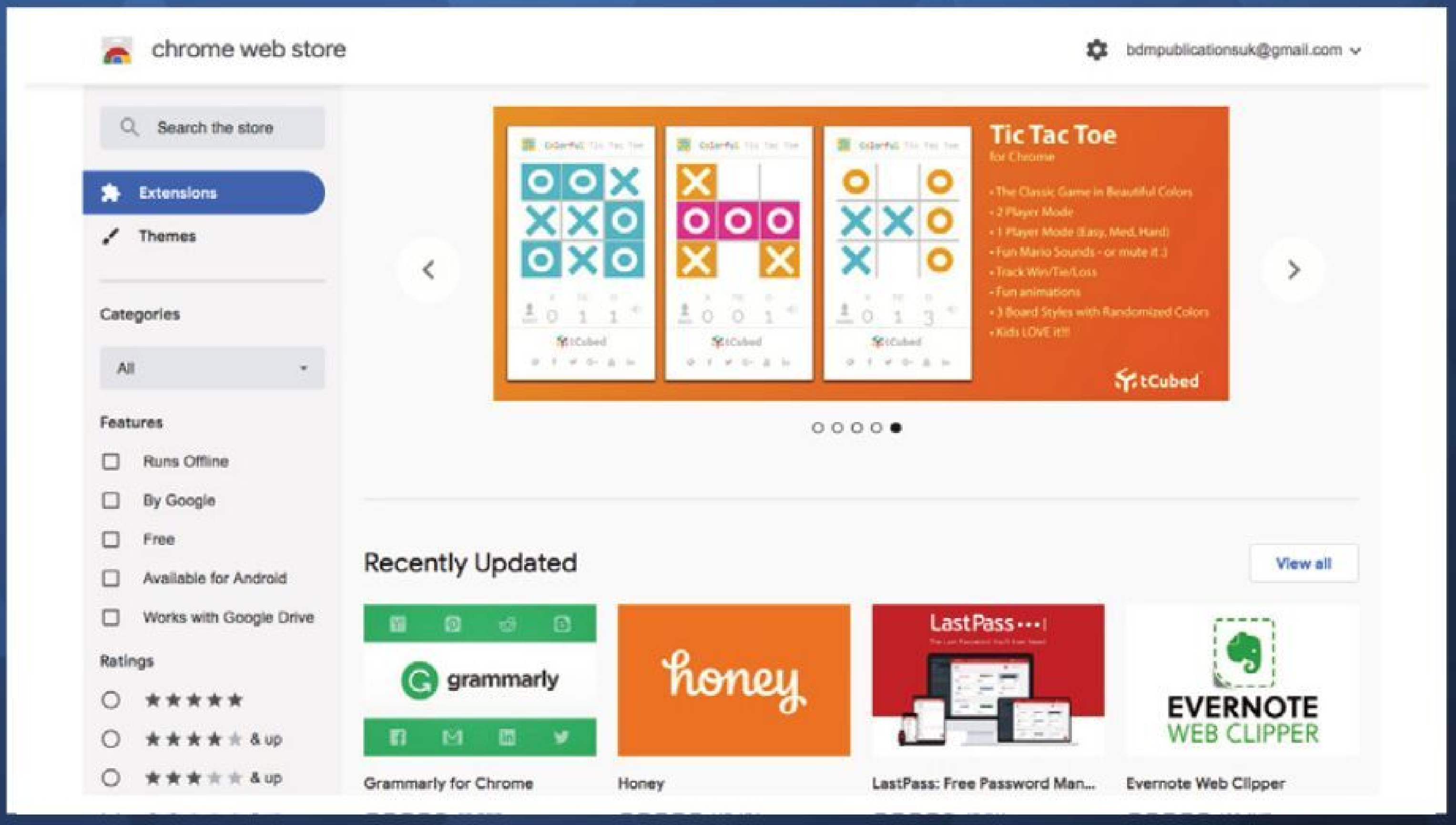


Flash Player is required for video playback.
Get the latest Flash Player

The Blue
m/watch?v=FmeEfDm
ttps://static.google...
ASUS - CHECK YOU...
Restore
Move
Size
Minimize
Maximize
New tab Ctrl+T
Reopen closed tab Ctrl+Shift+T
Task manager Shift+Esc
Close Alt+F4
Next in UKF Drum & Bass
Play all
Suggestions
2:50
0:49
50+

Step 4

❱ NOTE: It is not unusual that a previously installed Chrome Plug-in will require an update to enable functionality. These updates will require you to manually agree to re-install the plug-in, by downloading the new version, via the same process detailed above.

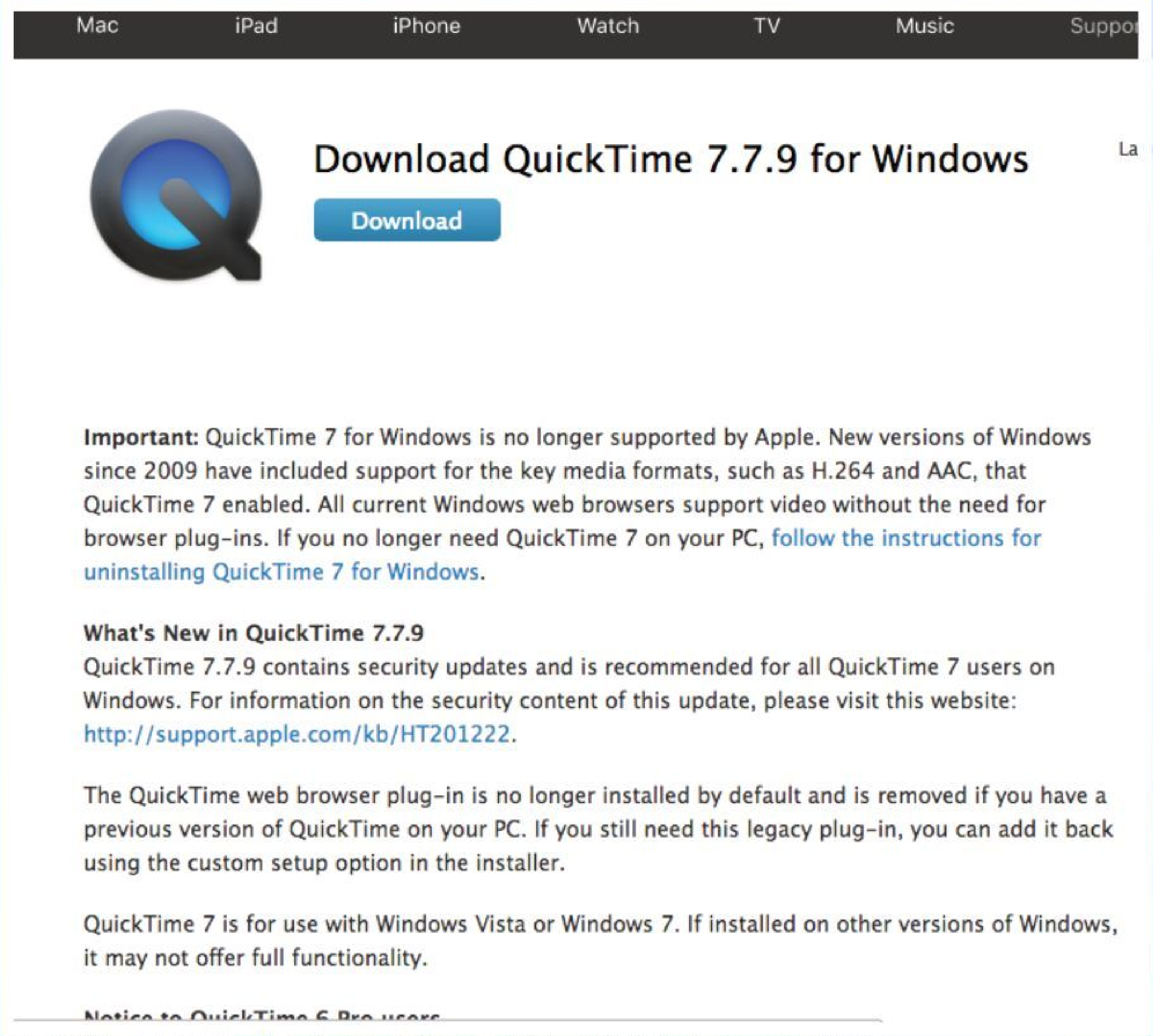


chrome web store
bdmpublicationsuk@gmail.com
Search the store
Extensions
Themes
Categories
All
Features
☐ Runs Offline
☐ By Google
☐ Free
☐ Available for Android
☐ Works with Google Drive
Ratings
○ ★★★★★
○ ★★★★ & up
○ ★★★ & up
Tic Tac Toe
for Chrome
tCubed
Recently Updated
View all
grammarly
honey
LastPass
EVERNOTE WEB CLIPPER
Grammarly for Chrome
Honey
LastPass: Free Password Man...
Evernote Web Clipper

Blocking Chrome's Plug-ins

Step 1

❱ Plug-ins are allowed by default. However, since they can occasionally be a security risk, Google Chrome blocks plug-ins that are outdated or not widely used. Examples include Java, RealPlayer, QuickTime and Shockwave. You can also block all plug-ins on a one by one basis.



Download QuickTime 7.7.9 for Windows

Important: QuickTime 7 for Windows is no longer supported by Apple. New versions of Windows since 2009 have included support for the key media formats, such as H.264 and AAC, that QuickTime 7 enabled. All current Windows web browsers support video without the need for browser plug-ins. If you no longer need QuickTime 7 on your PC, follow the instructions for uninstalling QuickTime 7 for Windows.

What's New in QuickTime 7.7.9

QuickTime 7.7.9 contains security updates and is recommended for all QuickTime 7 users on Windows. For information on the security content of this update, please visit this website: http://support.apple.com/kb/HT201222.

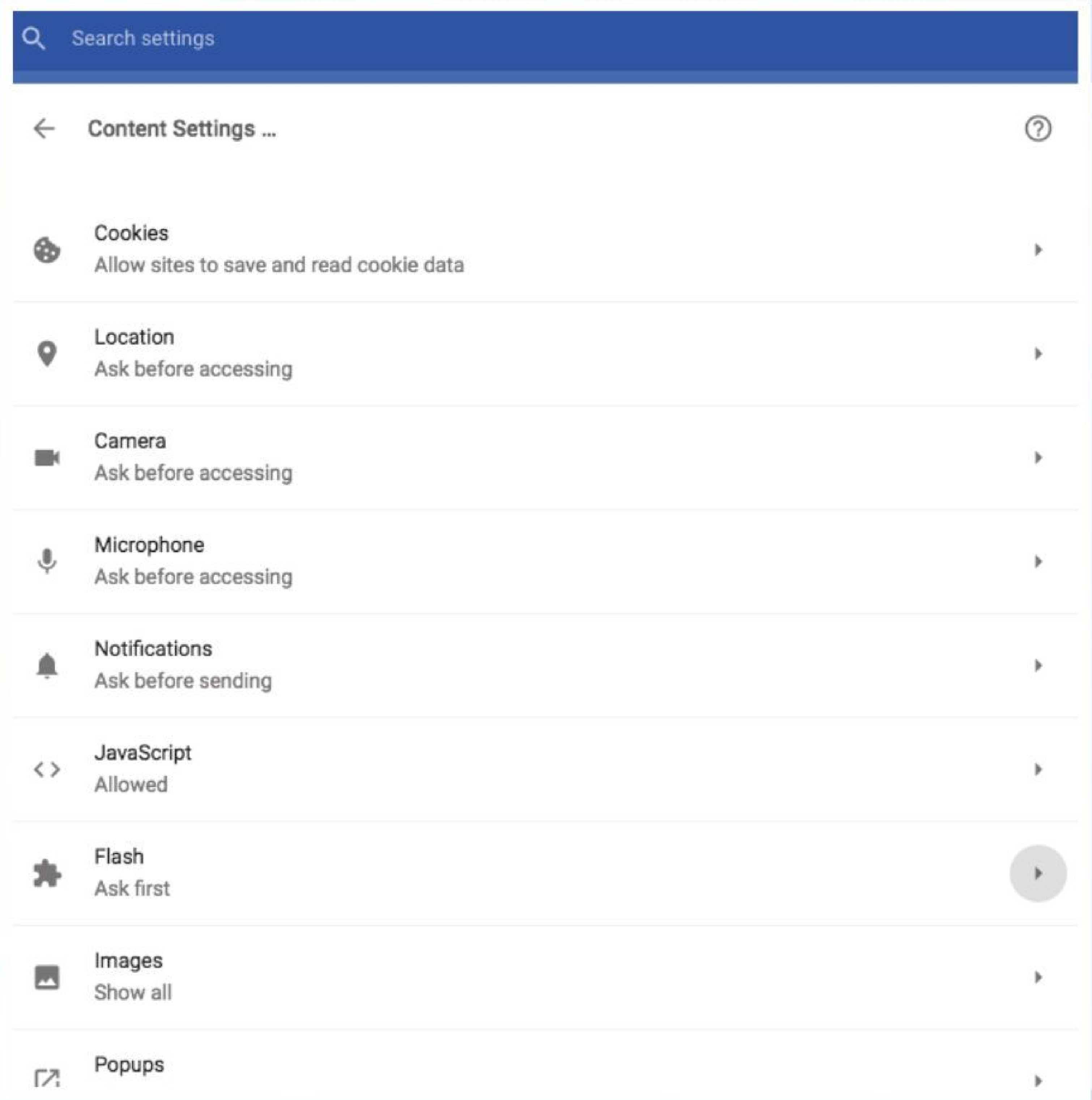
The QuickTime web browser plug-in is no longer installed by default and is removed if you have a previous version of QuickTime on your PC. If you still need this legacy plug-in, you can add it back using the custom setup option in the installer.

QuickTime 7 is for use with Windows Vista or Windows 7. If installed on other versions of Windows, it may not offer full functionality.

Notice to QuickTime 6 Pro users

Step 2

❱ To block plug-ins, click the Chrome menu and select Settings. Click Show advanced settings and in the Privacy section click the Content settings button. Click the arrow to the right of the plug-in and select which sites you wish to block from its use.



Cookies
Allow sites to save and read cookie data

Location
Ask before accessing

Camera
Ask before accessing

Microphone
Ask before accessing

Notifications
Ask before sending

JavaScript
Allowed

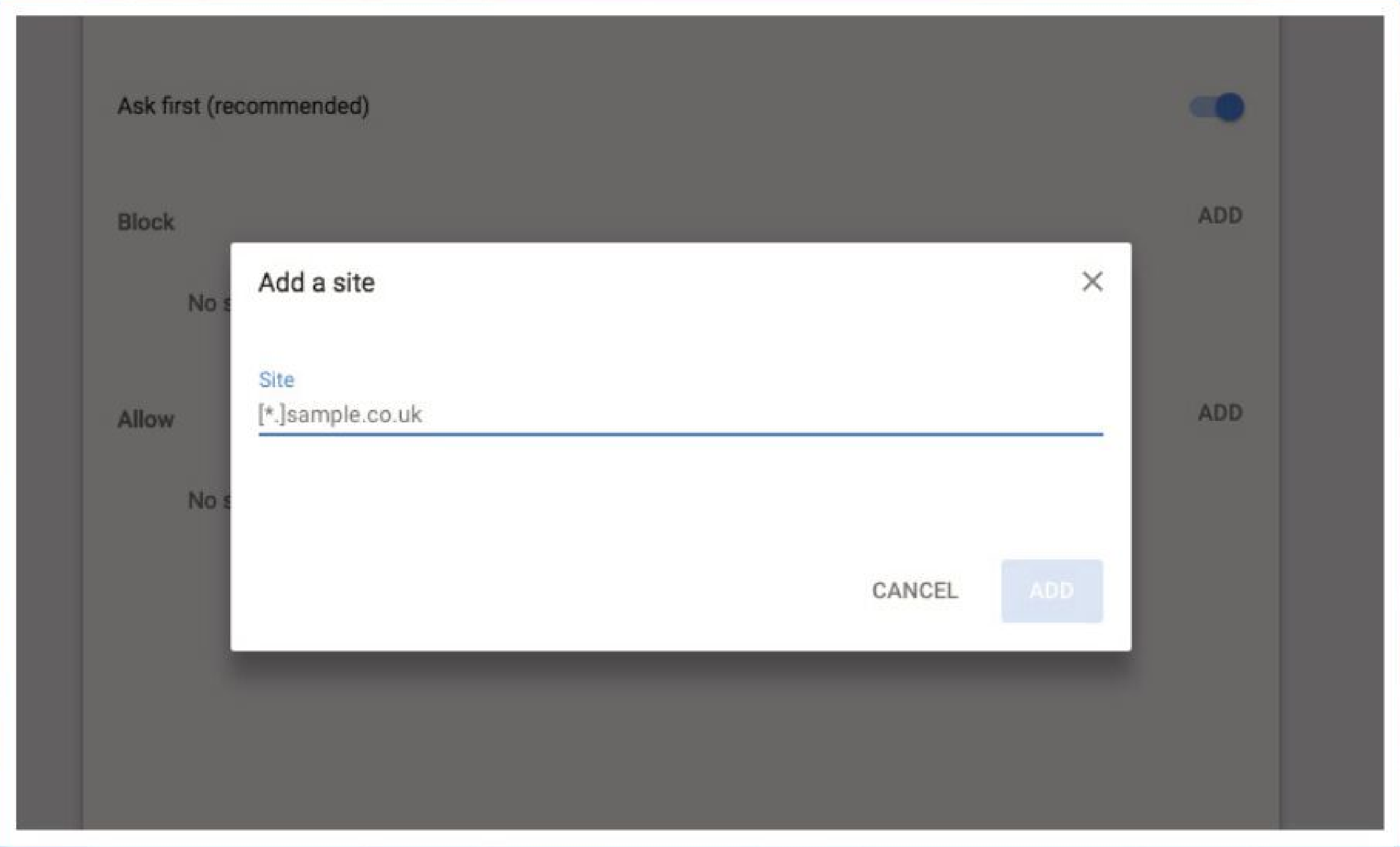
Flash
Ask first

Images
Show all

Popups

Step 3

❱ To block the website(s) that are causing you an issue with the a specific plug, such as Flash Player for example, click the Add button and enter the URL of the site that has issues and then Click Add again to complete the process.



Ask first (recommended)

Block

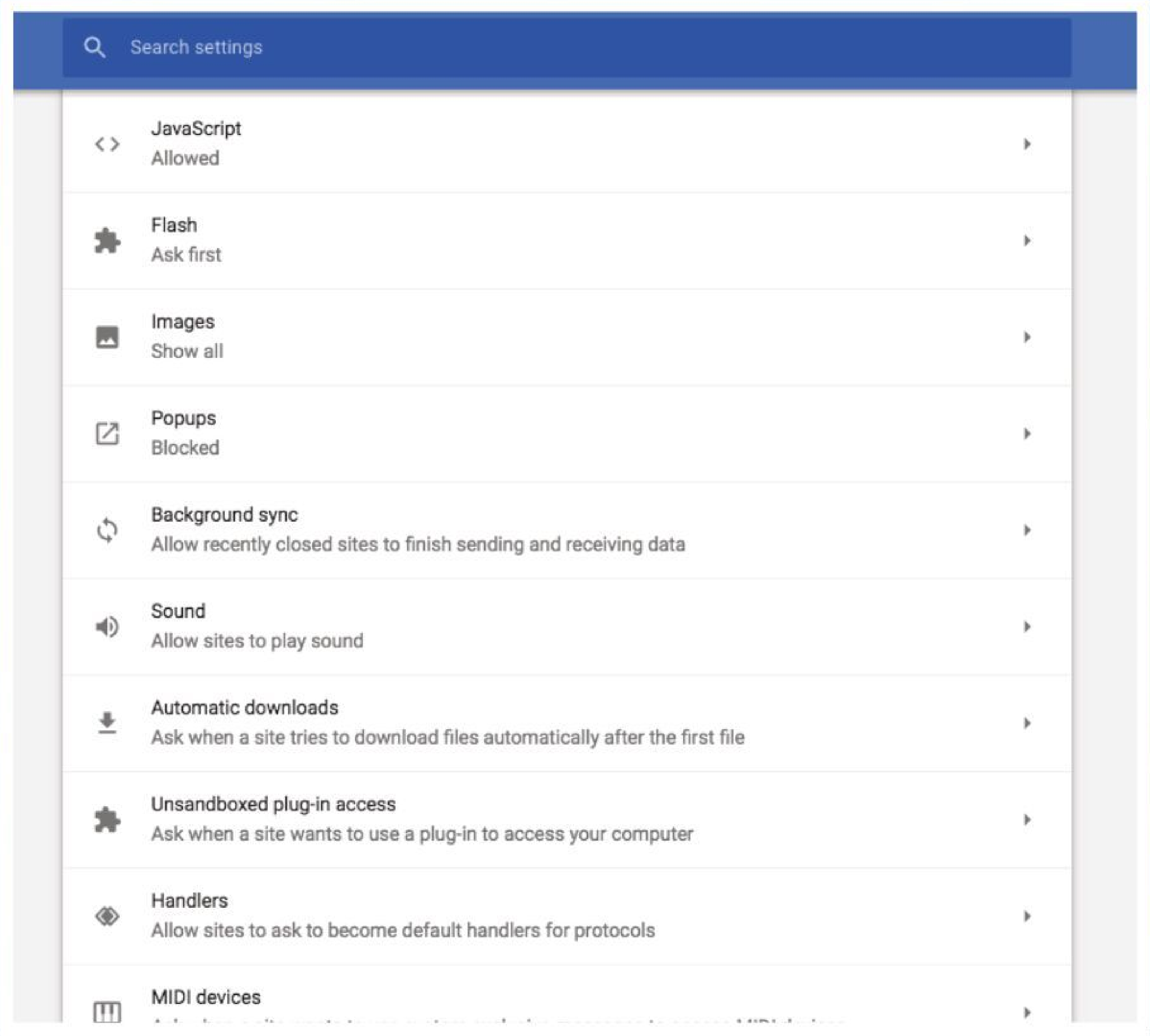
Allow

Add a site

Site
[*.]sample.co.uk

Step 4

❱ If you have used previous versions of the Chrome browser you may notice that you are unable to completely disable a plug-in in the current Chrome build. You are able to block plug-ins as detailed here and there is no limit on the number of sites you can add to the blocked list.



JavaScript
Allowed

Flash
Ask first

Images
Show all

Popups
Blocked

Background sync
Allow recently closed sites to finish sending and receiving data

Sound
Allow sites to play sound

Automatic downloads
Ask when a site tries to download files automatically after the first file

Unsandboxed plug-in access
Ask when a site wants to use a plug-in to access your computer

Handlers
Allow sites to ask to become default handlers for protocols

MIDI devices

Chrome Plug-ins

Whether using Windows, Linux or Mac, Chrome supports many of the most popular and widely used plug-ins.

These include:

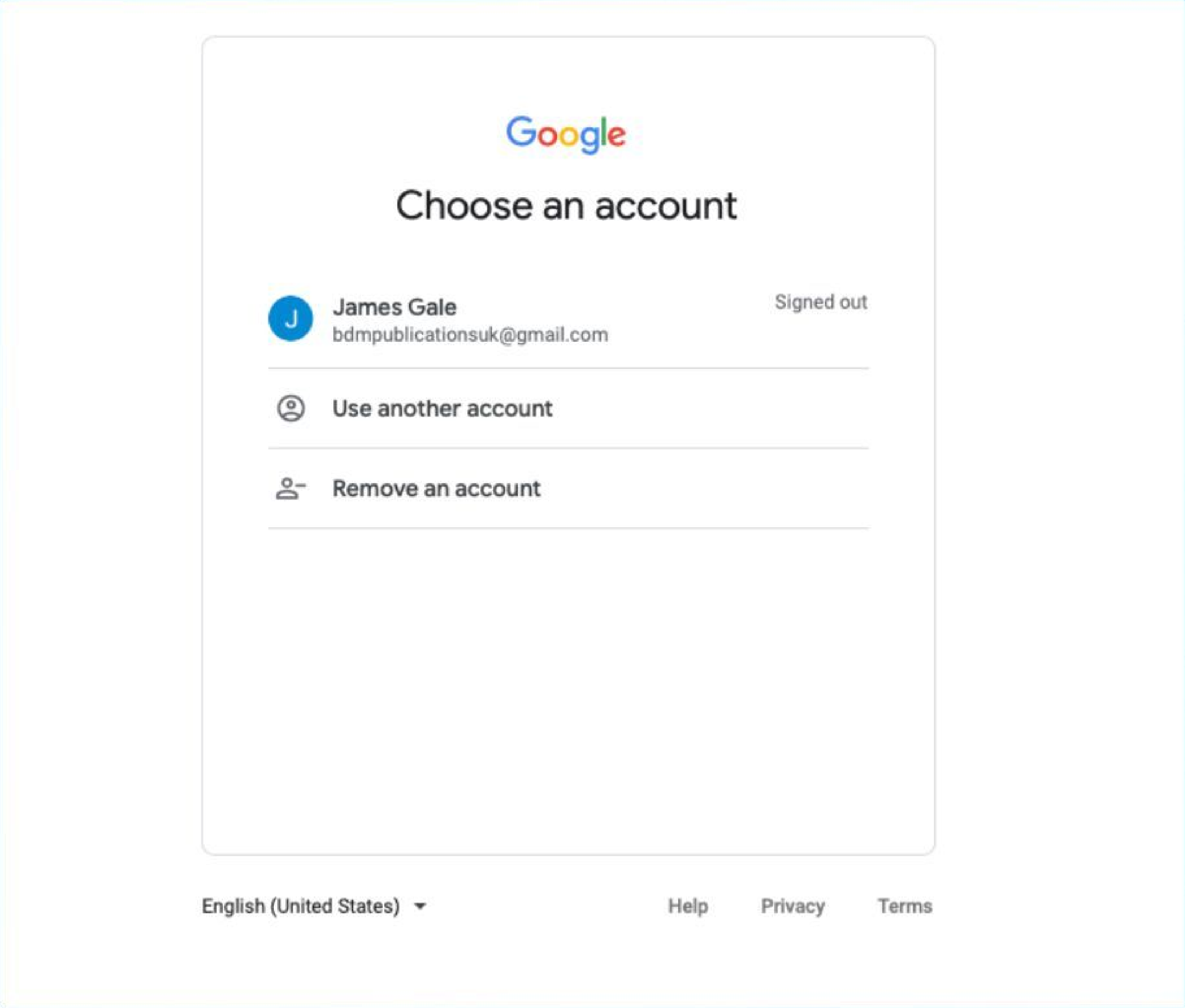
- Adobe Flash Player
- Java
- Real PlayerQuickTime
- Microsoft Silverlight
- Adobe Reader
- Windows Media Player
- QuickTime

Setting Up Chrome Autofill

Some of the most useful features of Chrome, like Chrome Autofill, are easy to set up and can make browsing the Internet a much quicker experience, particularly if you find yourself forever filling out online forms.

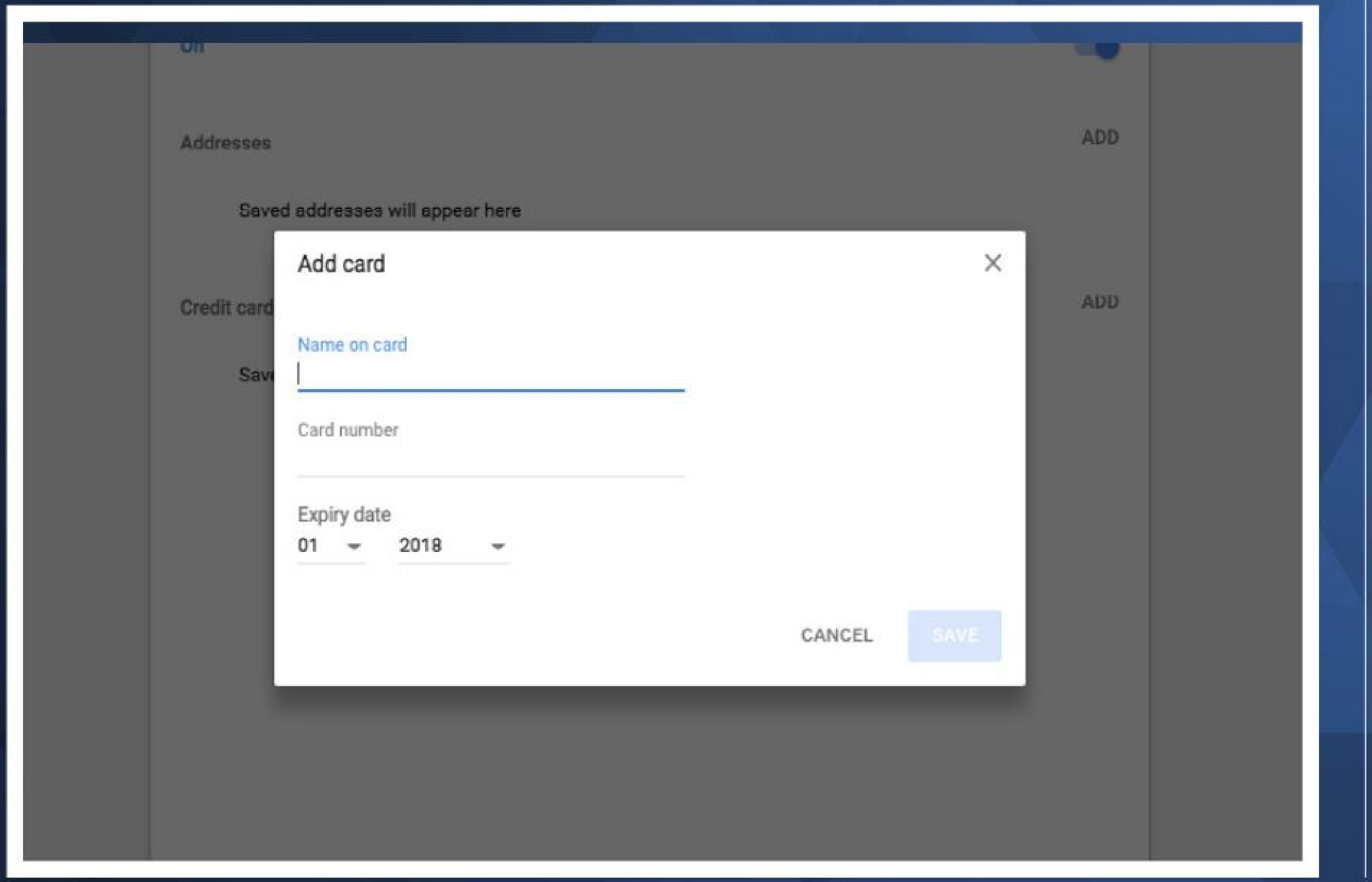
Step 1

❱ The first time you fill out a form, Google Chrome automatically saves the contact information that you enter, like your name, address, phone number or email address, as an Autofill entry. You can store multiple addresses as separate entries.


Google
Choose an account
J
James Gale
bdmpublicationsuk@gmail.com
Signed out
Use another account
Remove an account
English (United States)
Help
Privacy
Terms

Step 2

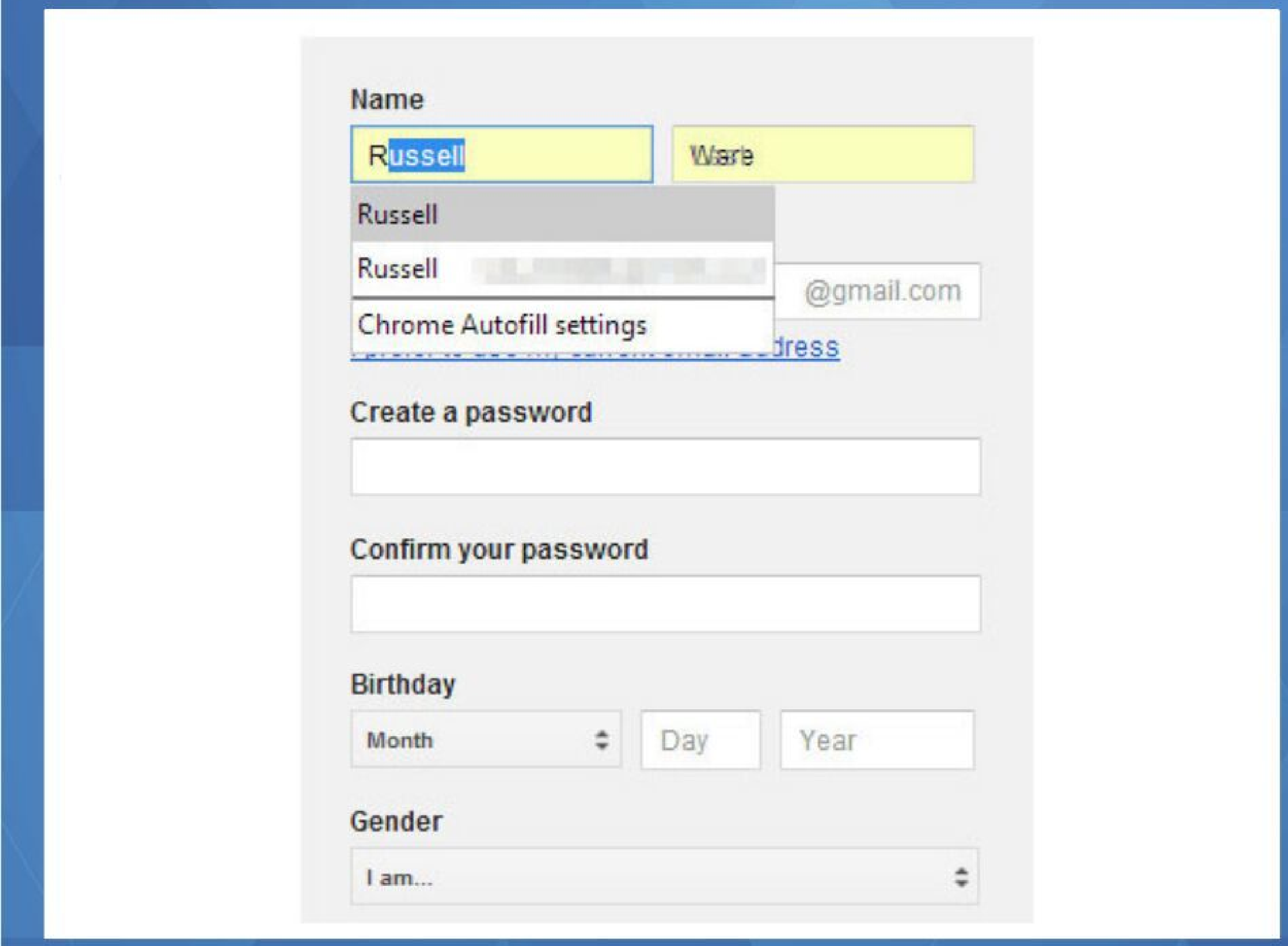
❱ Chrome can also save your credit card information, with your permission. When you do this on a form, Chrome asks you at the top of the page whether you'd like to save the information.


Addresses
ADD
Saved addresses will appear here
Credit card
ADD
Sav
Add card
×
Name on card
Card number
CANCEL
SAVE

Expiry date
01
2018

Step 3

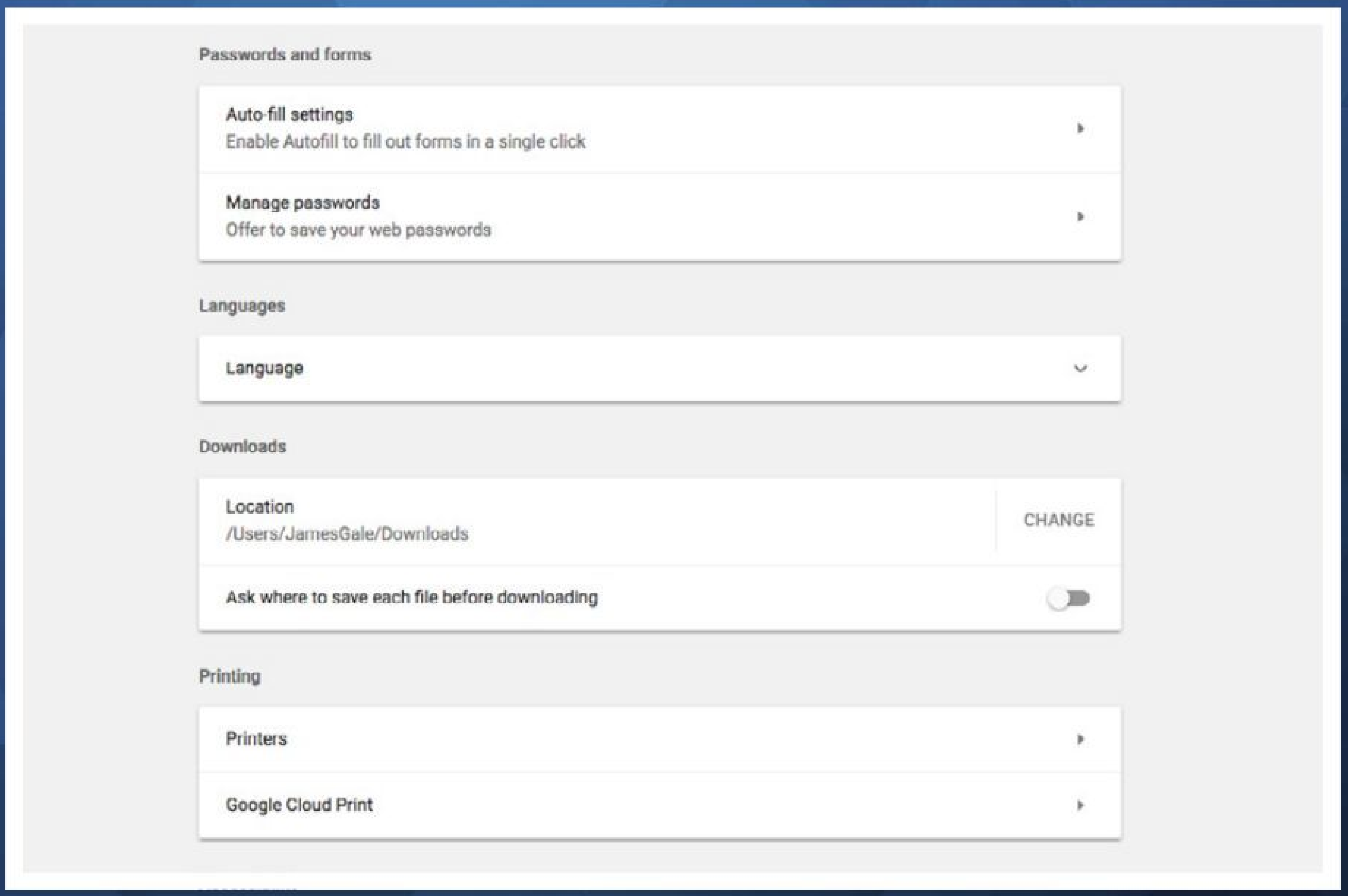
❱ If your Chrome Autofill information is correct, you don't need to do anything more. If you have changed address recently, or some of the other information has changed, it can be frustrating for Chrome to keep suggesting the wrong info.


Create a password
Confirm your password
Birthday
Month
Day
Year
Gender
I am...

Name
Russell
Ware
Russell
Russell [redacted]
@gmail.com
Chrome Autofill settings
dress

Step 4

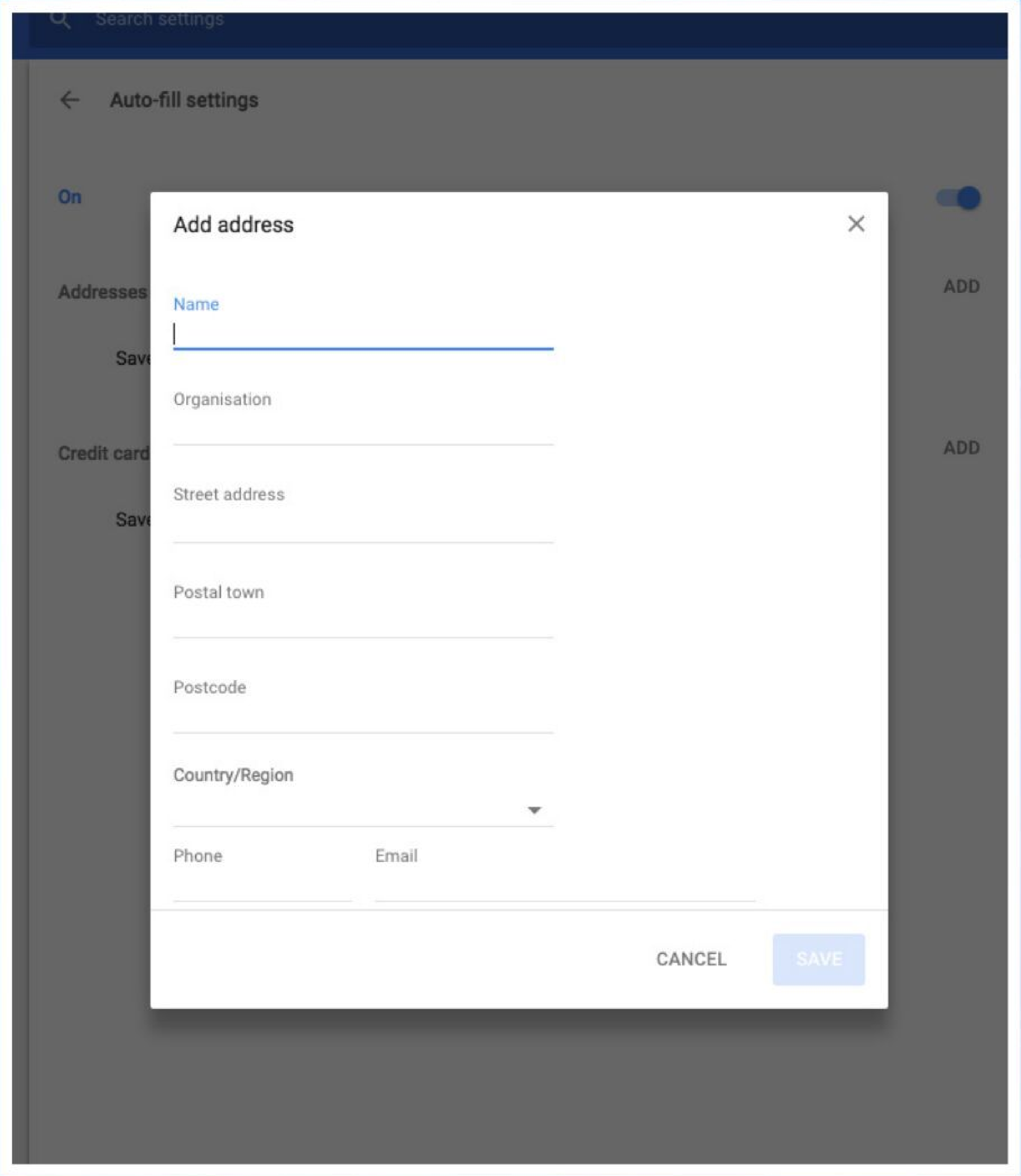
❱ To manage your Autofill entries, open Chrome and click on the menu button in the top right corner (icon with the three dots in a column). Select Settings and then click Advanced at the bottom of the page. Find the Passwords and forms section and click Autofill settings.


Languages
Language
Downloads
CHANGE
Printing
Printers
Google Cloud Print

Passwords and forms
Auto-fill settings
Enable Autofill to fill out forms in a single click
Manage passwords
Offer to save your web passwords
Location
/Users/JamesGale/Downloads
Ask where to save each file before downloading

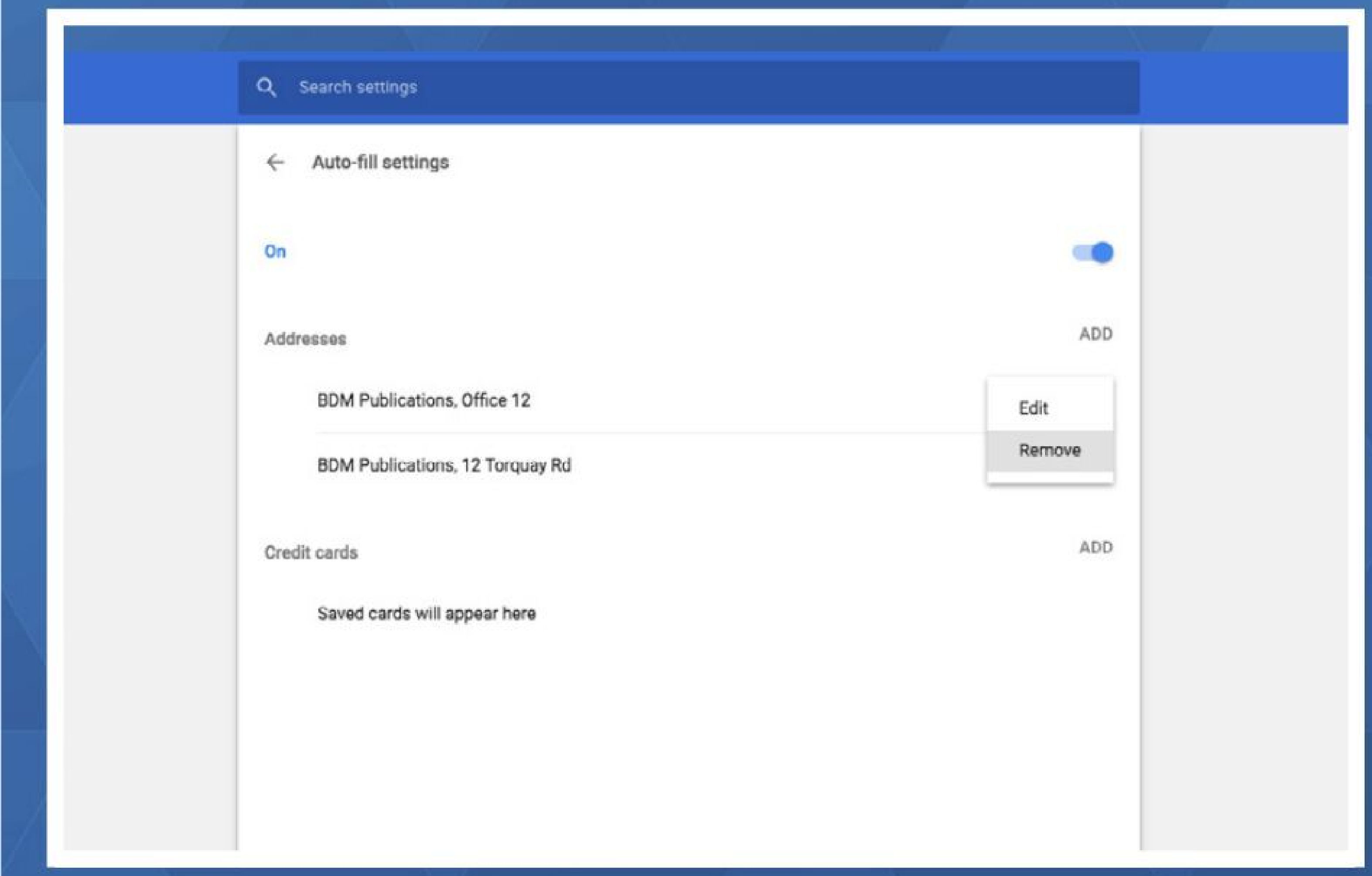
Step 5

❱ If you have more than one Autofill entry, click the one you want to edit and then click the Edit button that appears to the right of it. Complete or edit the information form and then click OK to finish. You can also Add a completely new address using the button here.


Search settings
Auto-fill settings
On
Addresses
ADD
Credit cards
ADD
Add address
Name
Organisation
Street address
Postal town
Postcode
Country/Region
Phone
Email
CANCEL
SAVE

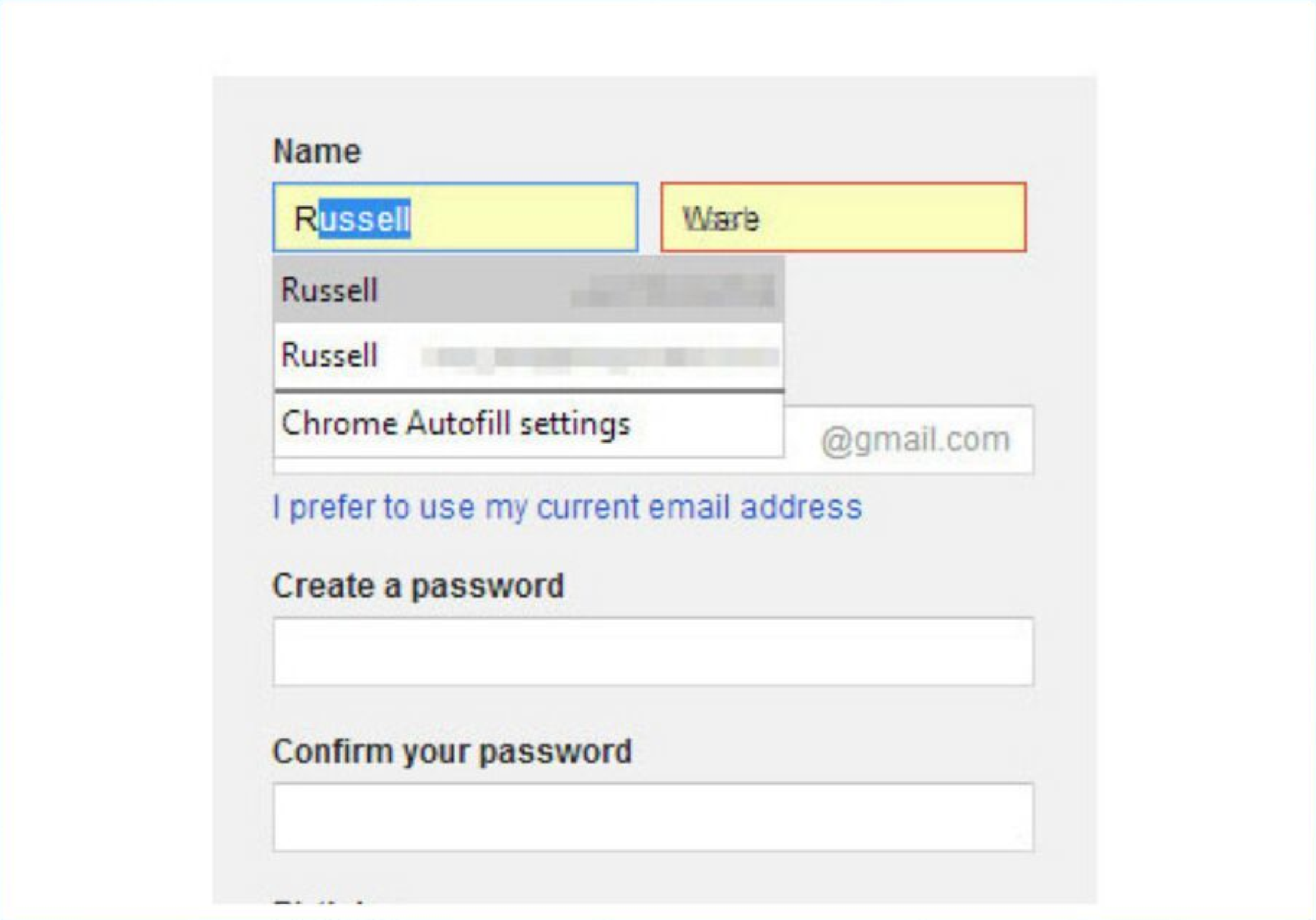
Step 6

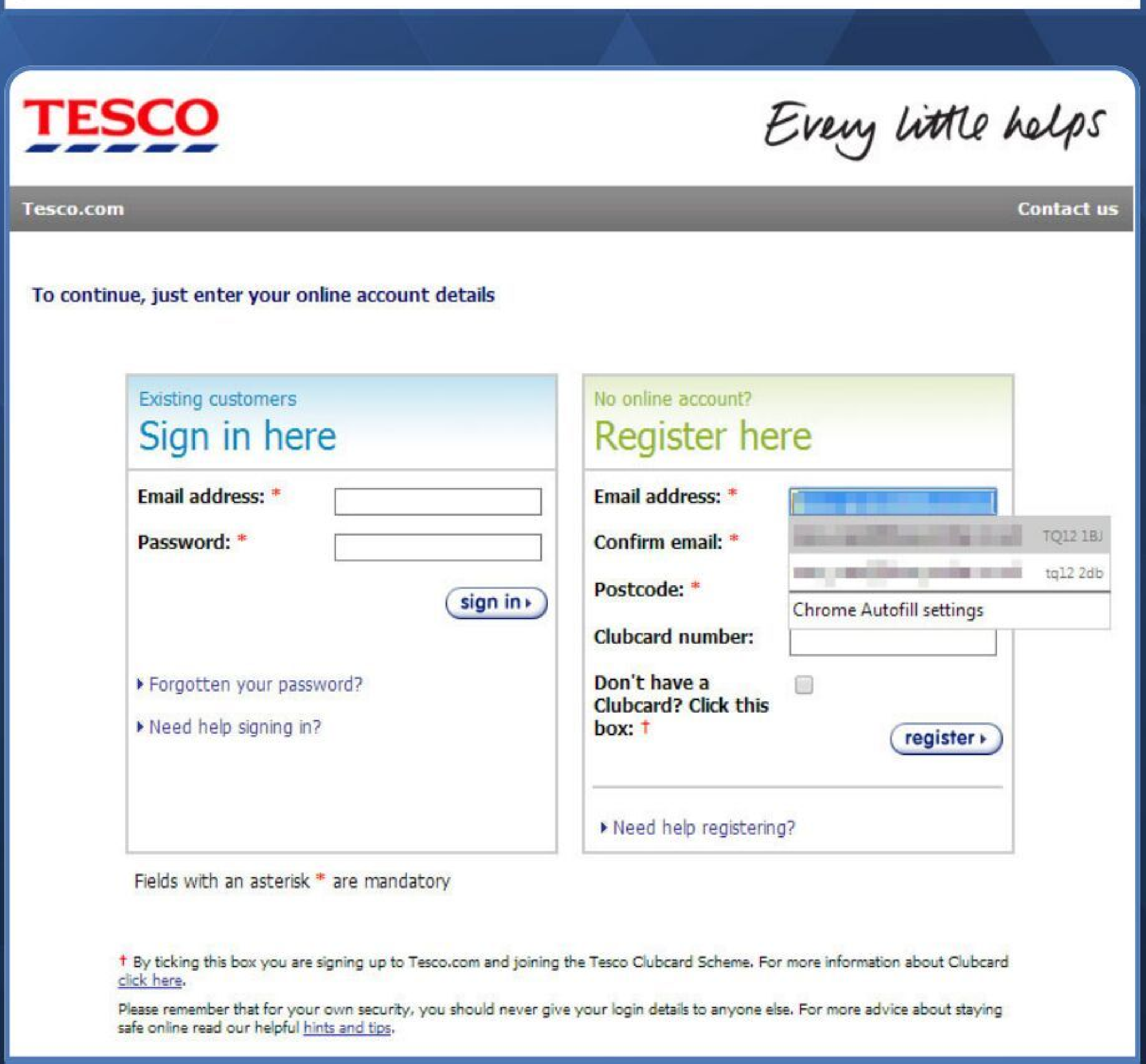
❱ To remove an entry, click on it in the Autofill settings and then click the X that appears to the right of the entry. If you want to disable Chrome Autofill altogether, you can do so by unchecking the box next to the option in the Chrome settings.


Search settings
Auto-fill settings
On
Addresses
ADD
BDM Publications, Office 12
BDM Publications, 12 Torquay Rd
Edit
Remove
Credit cards
ADD
Saved cards will appear here

Step 7

❱ Now, when you start filling out a form, the Autofill entries that match what you're typing appear in a menu. Select an entry to automatically complete the form with information from it. This allows you to have multiple entries in Autofill.


Name
Russell
Ware
Russell
Russell
Chrome Autofill settings
@gmail.com
I prefer to use my current email address
Create a password
Confirm your password


TESCO
Every little helps
Tesco.com
Contact us
Existing customers
Sign in here
Email address: *
Password: *
sign in
Forgotten your password?
Need help signing in?
No online account?
Register here
Email address: *
Confirm email: *
Postcode: *
Clubcard number:
Don't have a Clubcard? Click this box: †
register
Need help registering?
TQ12 1BJ
tq12 2db
Chrome Autofill settings

To continue, just enter your online account details

Fields with an asterisk * are mandatory

† By ticking this box you are signing up to Tesco.com and joining the Tesco Clubcard Scheme. For more information about Clubcard click here.

Please remember that for your own security, you should never give your login details to anyone else. For more advice about staying safe online read our helpful hints and tips.

Trusted Sites

It's important that you use Autofill only on websites you trust, as certain websites might try to capture your information in hidden or hard to see fields. Some websites prevent browsers from saving text that you've entered, so Google Chrome won't be able to complete forms on those sites.

Chrome Tips and Tricks

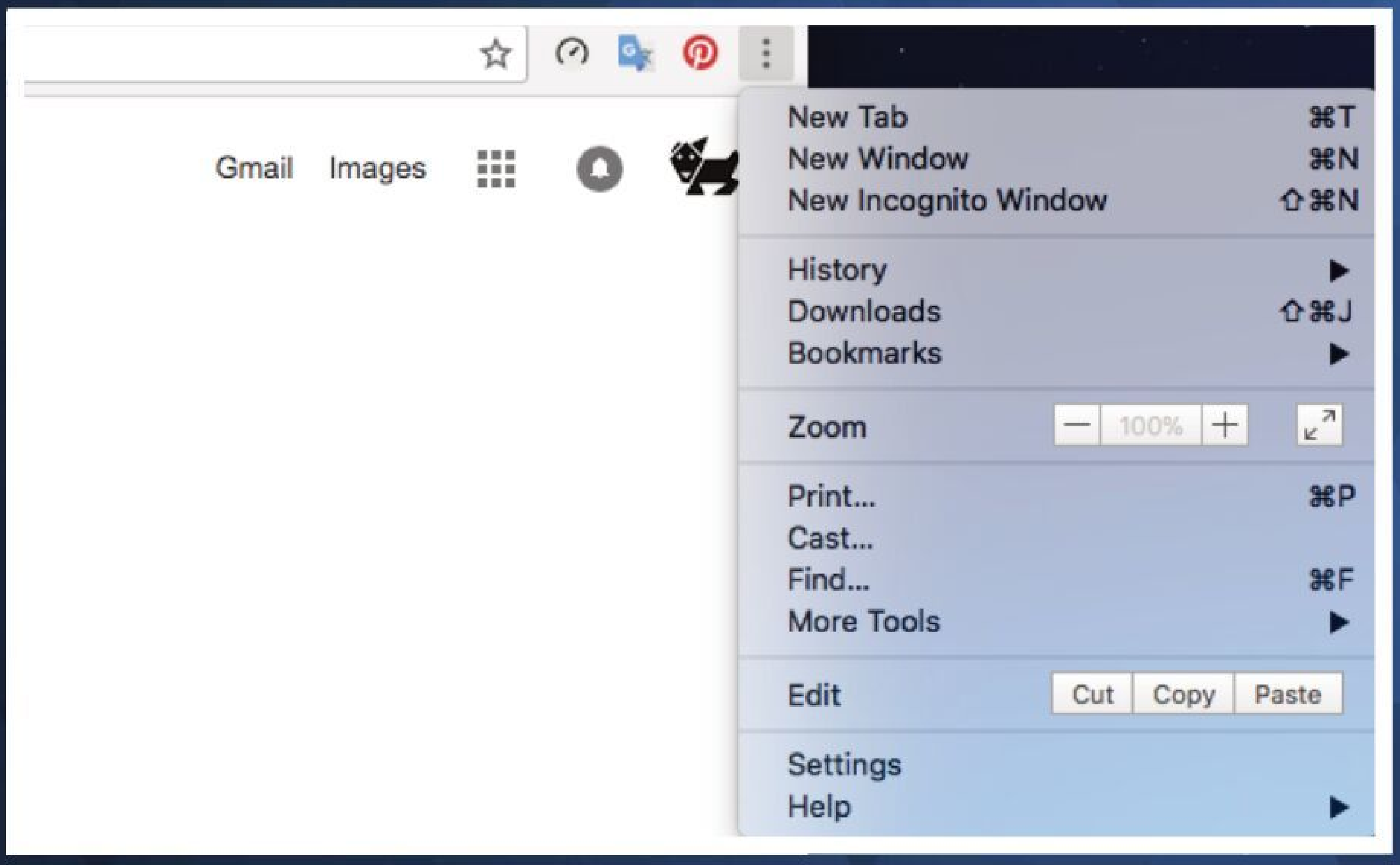
Even if you have been using Chrome for a while, there are probably dozens of tricks that you never even knew were possible. Here are a few tips and tricks to get you started.

Chrome-Casting Your Screen

❱ Have you ever been browsing online and stumbled upon a video, or photograph, that you want to share with those around you on the big screen of your family TV? With the additional purchase of a Google Chromecast you will be able to do just that, by casting content from your Chrome browser, on your desktop or mobile devices, to your TV. The quickest way to do this, on your desktop device, is by right-clicking on the Chrome window and then clicking on "Cast". On a mobile, tap the Three dot icon, top right of the Chrome app, and tap "Cast".

Incognito Window

❱ There are several ways to open a new incognito window for Chrome. If you have a Chrome shortcut pinned to the task bar, you can right-click it and select New Incognito Window. You can also click the Settings menu button at the top right of the browser window and select the same. The quickest way to do it however, is to use the keyboard shortcut Ctrl + Shift + N. Content displayed in an incognito window will not show up in your browser history, nor will cookies be saved.



Chrome Keyboard Shortcuts

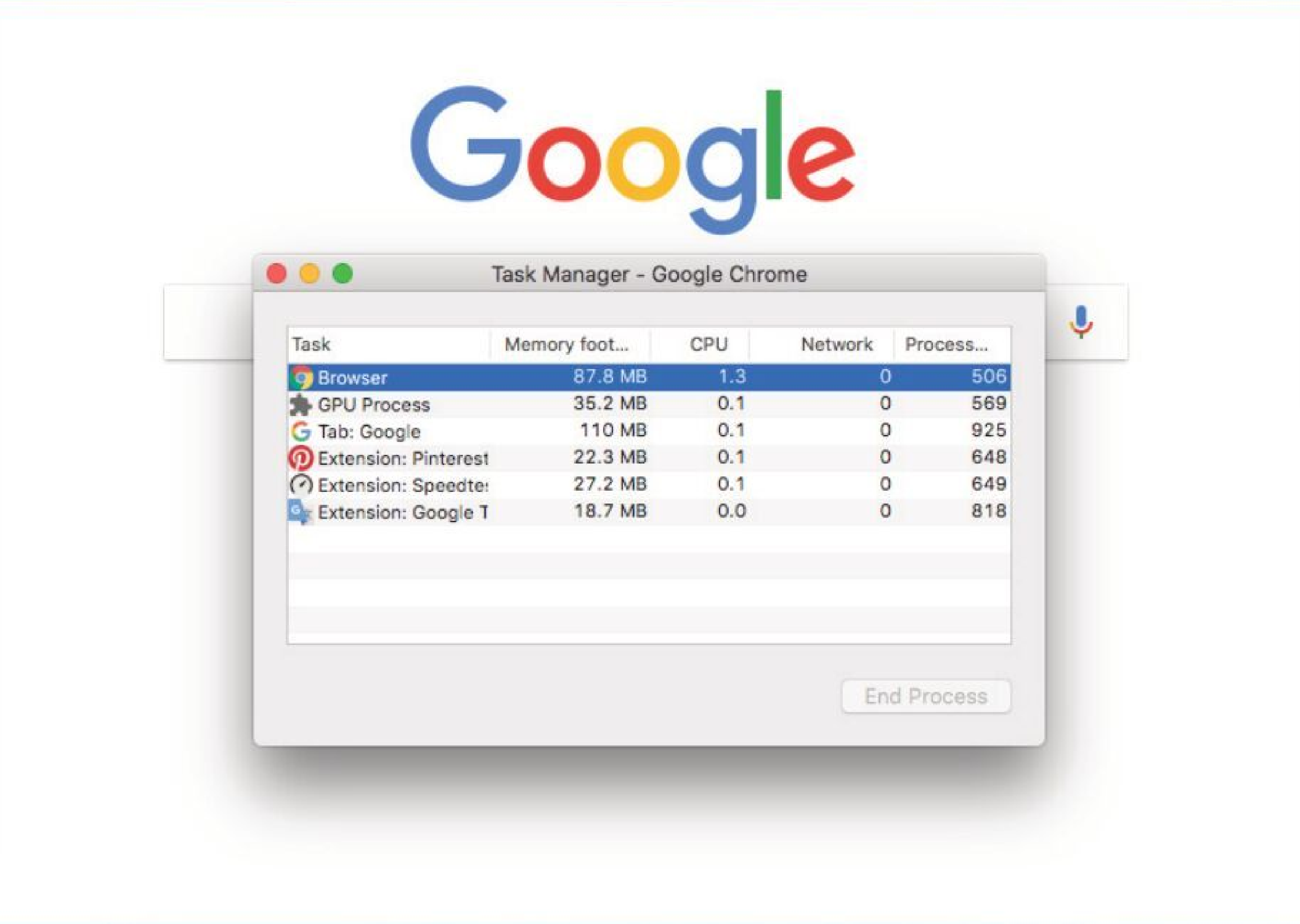
❱ There are several useful keyboard shortcuts for Chrome. Remember that the browser window must be currently selected for these to work.

Ctrl+Shift+N	New Incognito Window
Alt+Home	Load your Home Page
Ctrl+T	Open a new tab
Ctrl+Shift+T	Open most recently closed tab
Ctrl+Tab	Scroll through open tabs
Ctrl+J	Opens your downloads screen

E
5
S
R
6
D
T
X
F
Y
C
G
H
V

Chrome Task Manager

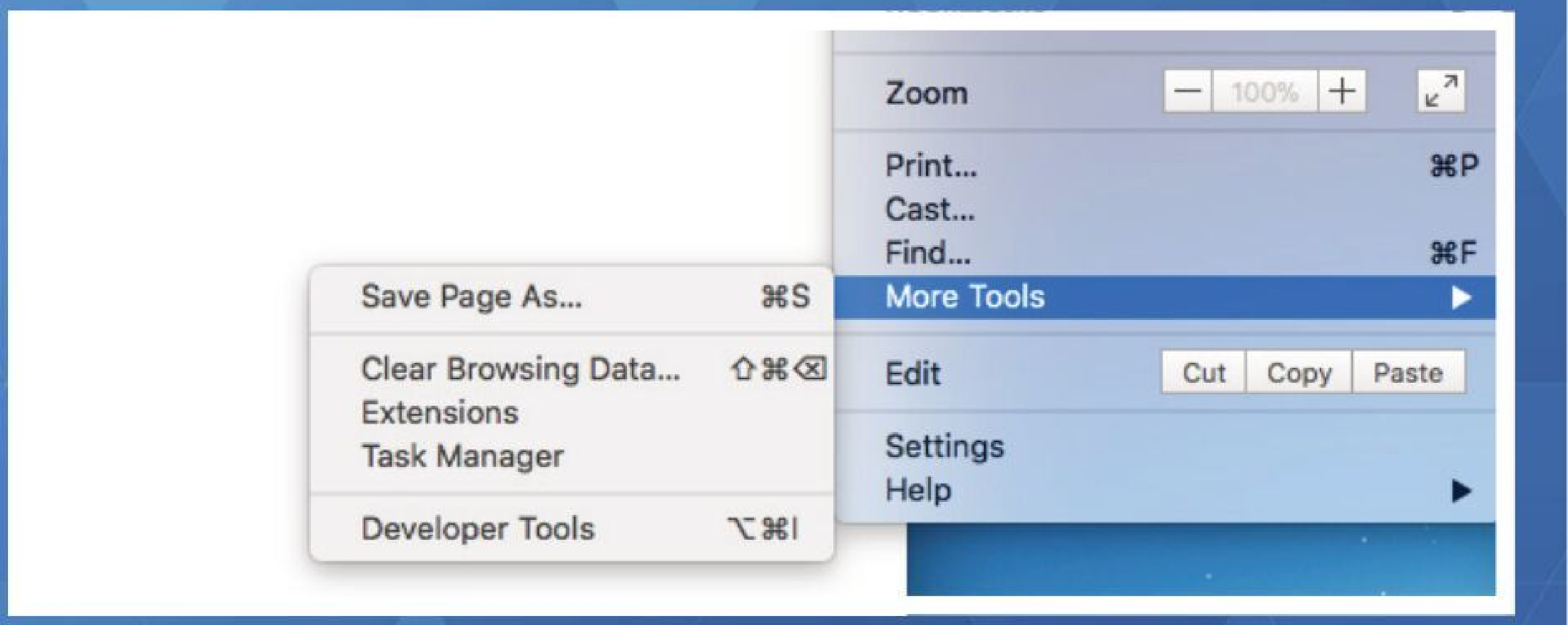
❱ The Task Manager is a useful tool to see how much memory your currently open tabs and browser plug-ins are using. To open the task manager, right-click the top of the browser window and select Task Manager from the menu. Highlight one and click End Process to stop it running. You can also press Shift + Esc as a quicker way to bring up the Google Chrome Task Manager.



Task	Memory foot...	CPU	Network	Process...
Browser	87.8 MB	1.3	0	506
GPU Process	35.2 MB	0.1	0	569
Tab: Google	110 MB	0.1	0	925
Extension: Pinterest	22.3 MB	0.1	0	648
Extension: Speedte:	27.2 MB	0.1	0	649
Extension: Google T	18.7 MB	0.0	0	818

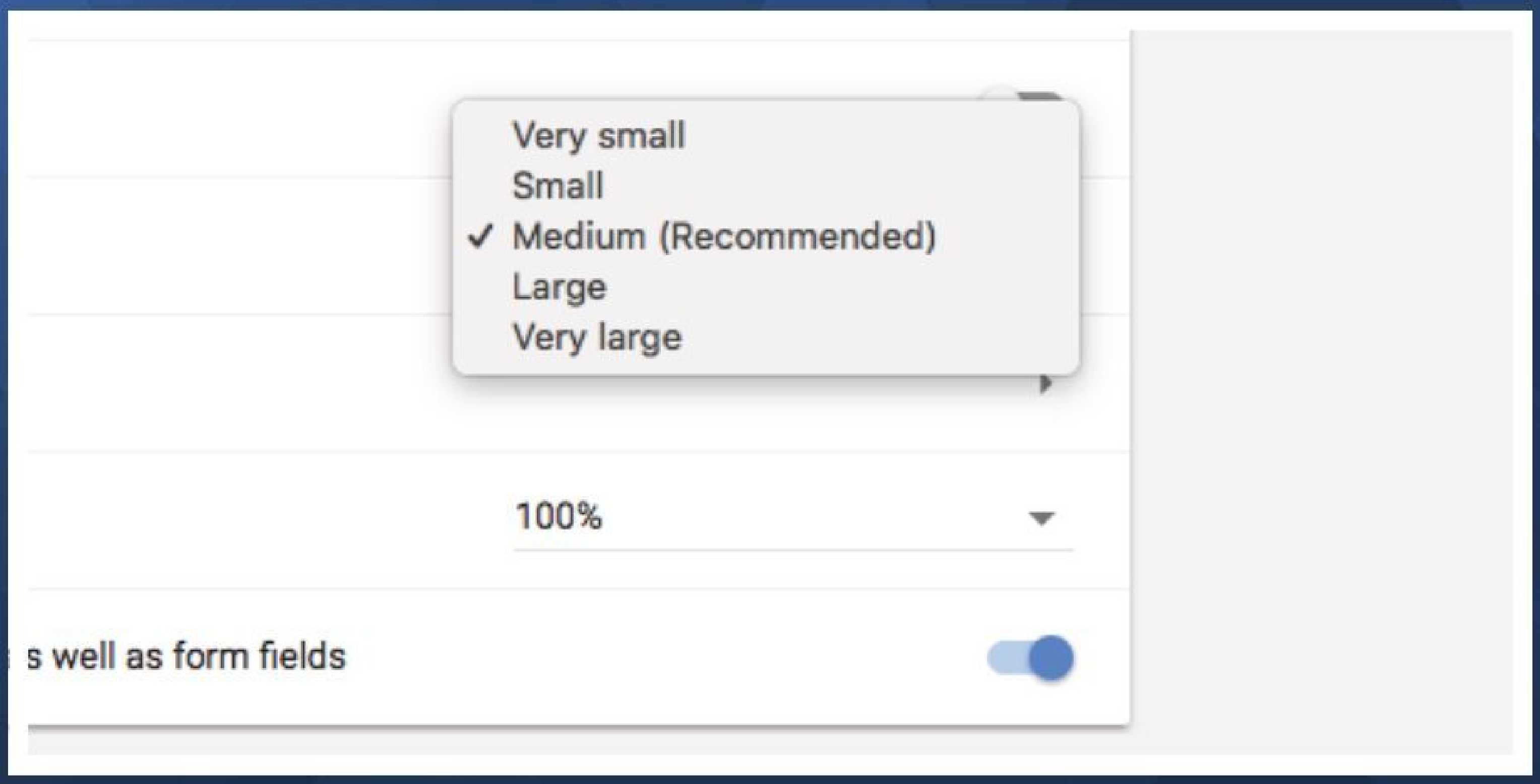
Spring Cleaning

❱ To delete cookies, click on the menu button and go to Settings. Scroll down to the Privacy section, and click Content Settings. Now you can click Remove All or Remove Individual Cookies. To clear more data such as the Google Chrome browsing history and cache, click the Tools icon and select Clear Browsing Data. To clear the most visited websites that appear on your Google Chrome Start page, you must clear your browsing history using the method already described. Clearing your Google Chrome browser history will also stop matches from previously browsed sites appearing as suggestions in your address bar.


Zoom
100%
Print... ⌘P
Cast...
Find... ⌘F
More Tools
Save Page As... ⌘S
Clear Browsing Data... ⇧⌘⌫
Extensions
Task Manager
Developer Tools ⌥⌘I
Edit
Cut
Copy
Paste
Settings
Help

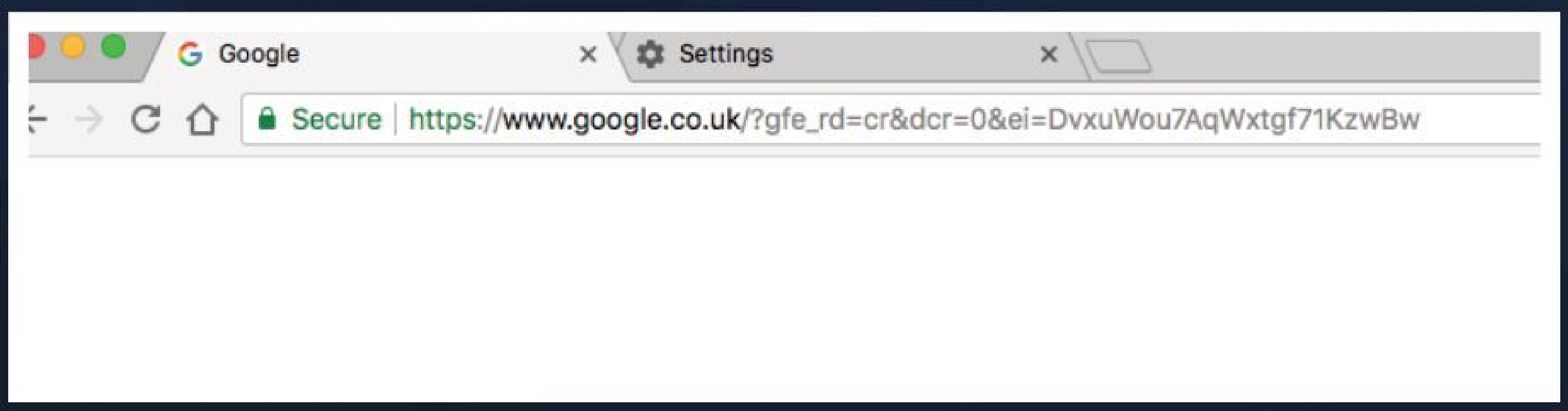
Adjust Text Size

❱ Having trouble reading small text on a page in Chrome? No problem! Chrome lets you easily zoom both in and out, increasing or decreasing the size of both text and images. You can do this a couple of ways. The first is to click the Settings menu button and use the Zoom controls you find there. An easier way to do it is to hold Ctrl and use the scroll wheel on your mouse to zoom in and out; as you do this, a small window will pop out of the address bar to show you the level of zoom.

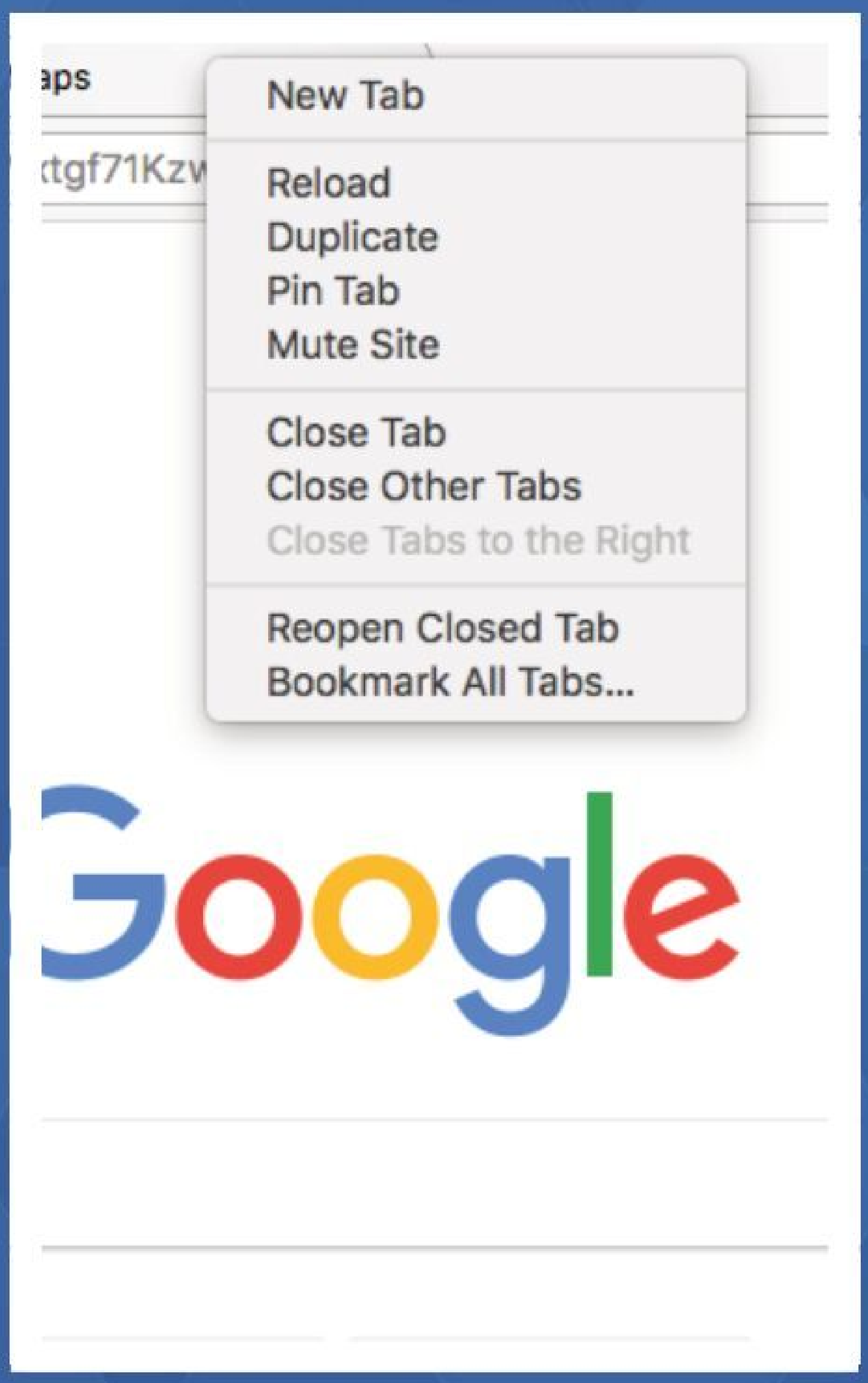

Very small
Small
✓ Medium (Recommended)
Large
Very large
100%
s well as form fields

Rearrange Tabs

❱ If you have several tabs open in Chrome, you can rearrange them easily by simply clicking on a tab and dragging it along the row to the position you want. If you want to open one of the tabs as a separate window, click on it and drag it to the desktop. Release the mouse button and a new window will open. Right-click on any tab to see the tab options menu. Here you can reload tabs, close all tabs to the right of the selected one and even reopen closed tabs (Chrome remembers the last ten closed tabs).


Google
Settings
Secure
https://www.google.co.uk/?gfe_rd=cr&dcr=0&ei=DvxuWou7AqWxtgf71KzwBw

Pinning Tabs


New Tab
Reload
Duplicate
Pin Tab
Mute Site
Close Tab
Close Other Tabs
Close Tabs to the Right
Reopen Closed Tab
Bookmark All Tabs...
Google

❱ Another useful thing you can do with tabs is pin them. Pinning tabs means that whatever is shown on the tab when it is pinned will automatically be loaded when you next open a new Chrome browser window. To pin a tab, right-click on it and select Pin Tab from the menu. Pinned tabs appear smaller in the row than unpinned tabs. To unpin a tab, simply repeat the process and select Unpin Tab from the menu.

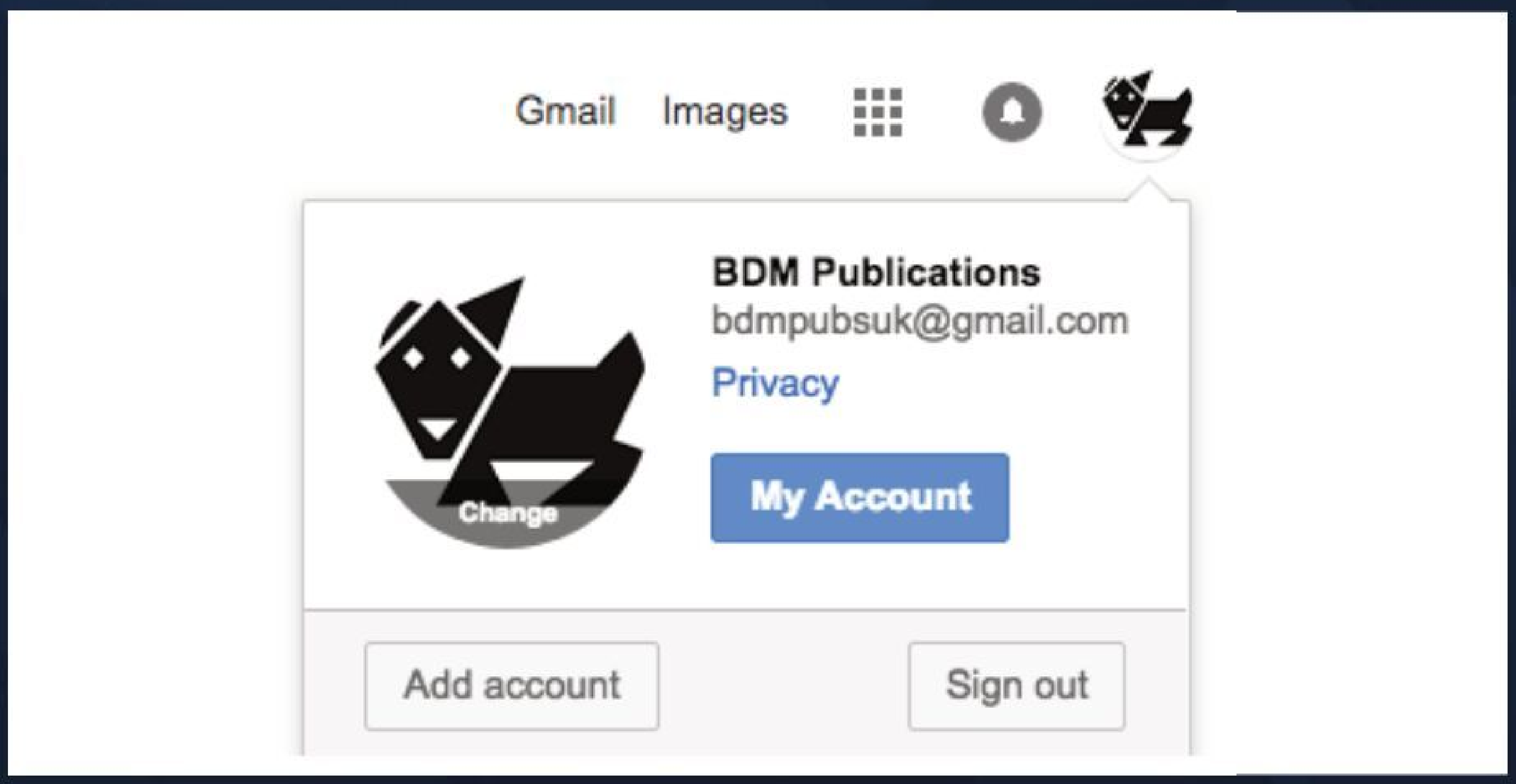
Start-up Preferences

❱ By default, when launching a new window in Chrome, the browser displays the New Tab page, which is a blank tab with links to your most visited websites. It is possible to customise this. Click the Settings icon and select Settings. Under the On start-up section, choose the 'Open a specific page or set of pages' radio button and click the Set pages link next to it. Then, either click 'Use current pages' or type an address to set an alternative home page.

Google
Search Google or type URL
Google
Gmail
Welcome to Google...
Chrome Web Store

Syncing Chrome

❱ With Chrome's sign in feature, you no longer need to fret about your bookmarks or apps being stuck on one computer. When you sign in to the Chrome browser or a Chrome device, your bookmarks, extensions, apps, theme and other browser preferences are saved and synced to your Google Account. You can then load these settings any time you use Chrome on other computers and devices. Signing into Chrome also makes using Google services, like Gmail, YouTube and Maps easier since you generally only need to sign in once from your browser.


Gmail
Images
BDM Publications
bdmpubsuk@gmail.com
Privacy
Change
My Account
Add account
Sign out

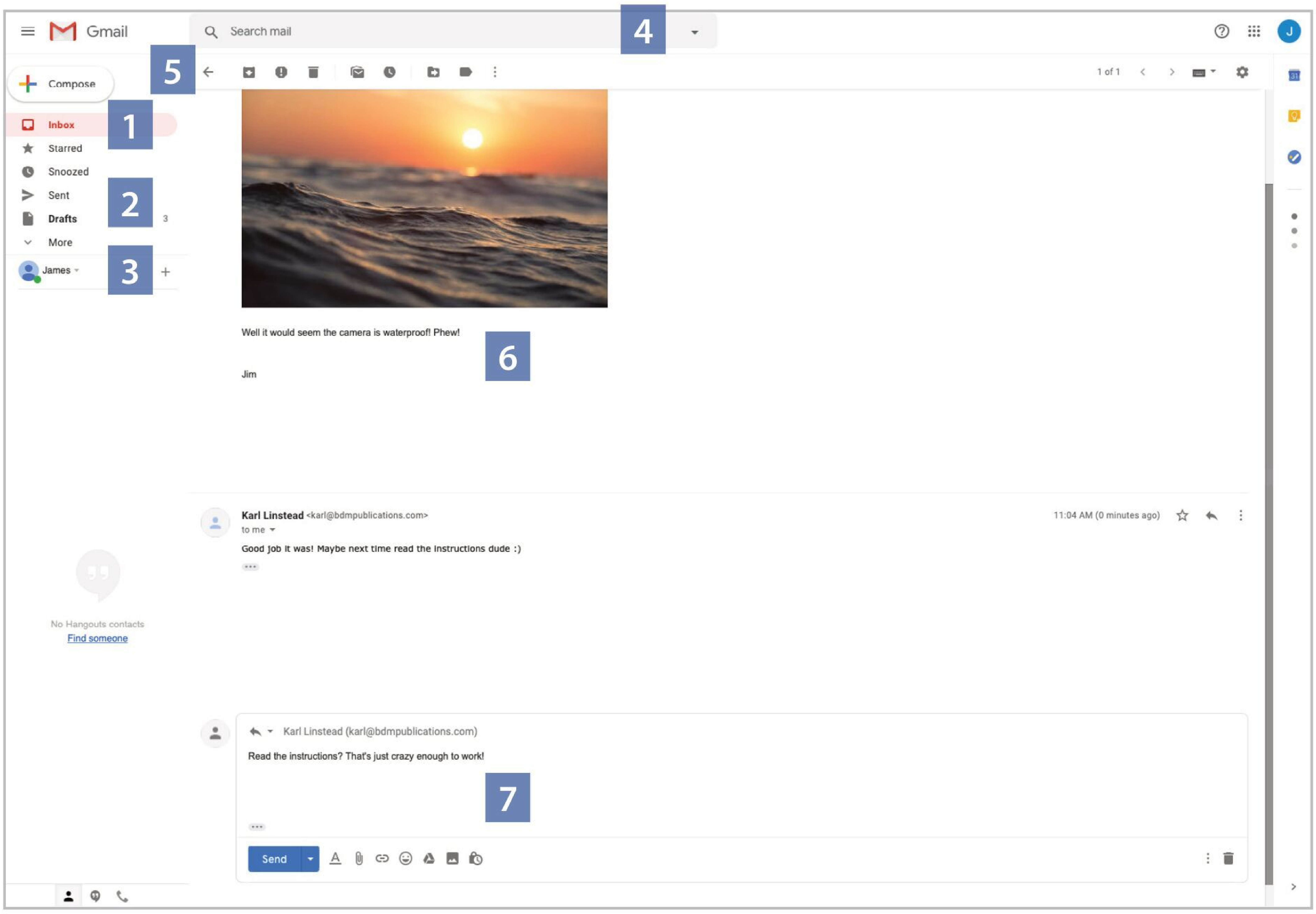
Chrome
Google
Google A

Using Google Apps

The Google app suite contains some of the world's most popular and widely used applications. Offering alternatives to operating staples such as email, maps, calendar, photo editing and so much more. Having set up your Google account, you can then access the entire suite for free. Over the following pages, we will take you through our expert tips to ensure that you make the very best of each one.

Get Started with Gmail

Gmail is an integral element of the Google app suite, an email platform that works seamlessly on whichever OS you use, quickly becoming a key part of your daily routine.


Gmail
Search mail
Compose
Inbox
Starred
Snoozed
Sent
Drafts
3
More
James
1 of 1
No Hangouts contacts
Find someone
Send
1
2
3
4
5
6
7

Well it would seem the camera is waterproof! Phew!

Jim

Karl Linstead <karl@bdmpublications.com>
to me
11:04 AM (0 minutes ago)

Good job it was! Maybe next time read the instructions dude :)

Karl Linstead (karl@bdmpublications.com)

Read the instructions? That's just crazy enough to work!

Creating a Gmail Account

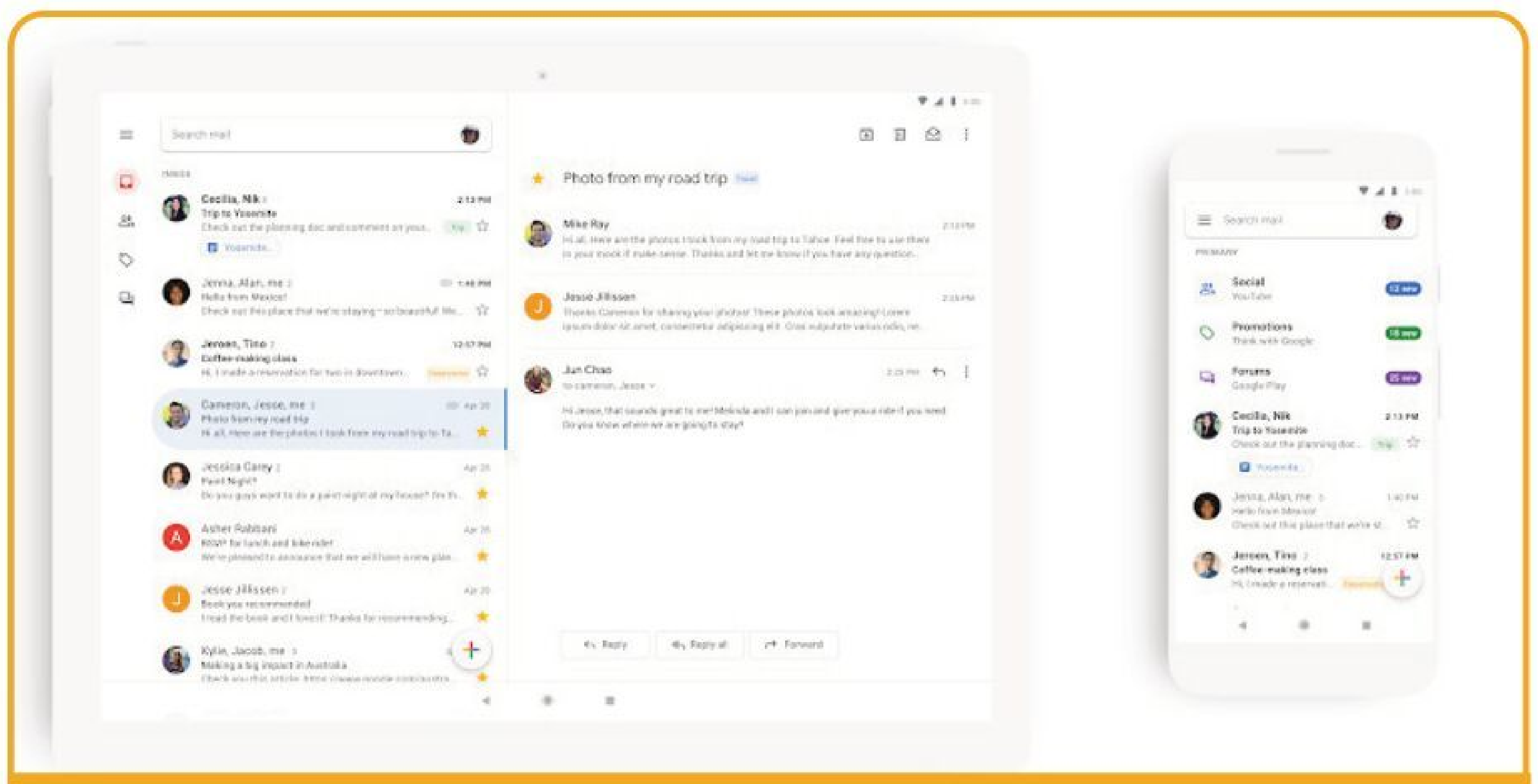
You can either connect a Gmail account to your main Google account or you can create a completely new account from scratch. If you connect an account, you will be able to use your new Gmail address or your original Google account email to sign in.

1 Mailboxes

These links let you display the messages in those mailboxes. A number next to any mailbox shows the amount of unread messages, rather than the total amount in the mailbox.

2 Labels

Labels allow you to categorise your messages into various pre-set or custom folders. You can save messages under more than one label for better cross-referencing.



Gmail on Android & iOS

You can download the Gmail app for mobile devices, free of charge, from the Play Store or App Store. This allows you to use Gmail on the go.

Once downloaded, the app should automatically sign in using the same Google account details you entered on your computer (hopefully, this is also the one with which you set up your Android or iOS device).

You will now be able to see all of the folders and emails you use and have sent/received on your computer, albeit on your smartphone or tablet.

3 Chat Controls

› This section shows a list of your available Chat contacts, as well as containing the various chat controls: Add Contact, Status Update, etc. You can read more about Gmail Chat later in this section.

4 Search Box

› Search for any message or contact in your Gmail inbox. Clicking on the small arrow at the end of the search box allows you to refine your search in several different ways.

5 Message Controls

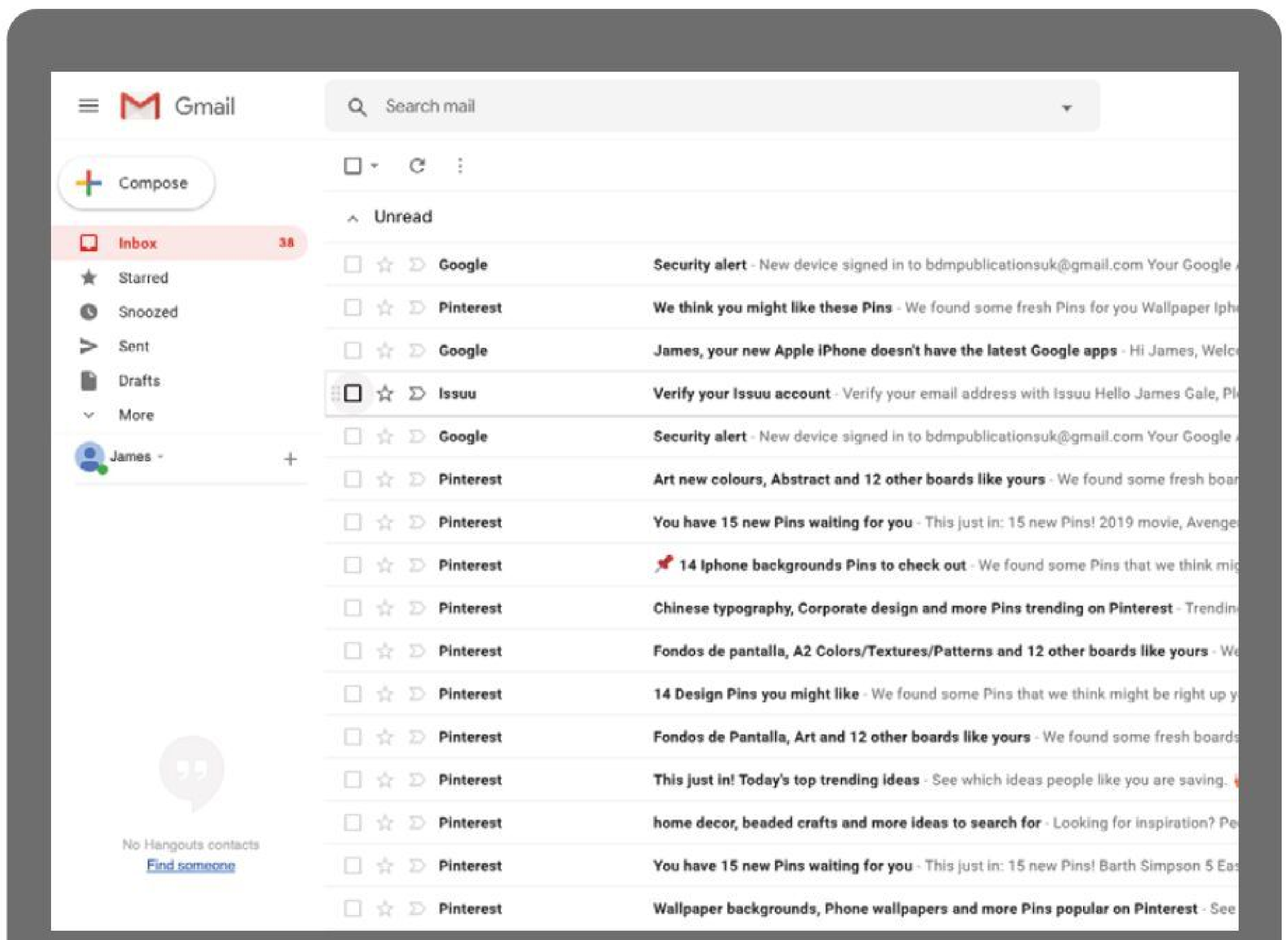
› This set of buttons only appears when viewing a message. They allow you to archive, delete or report the message as spam, as well as letting you move the message to a particular mailbox or apply a label. The More button reveals even more controls.

6 Conversation

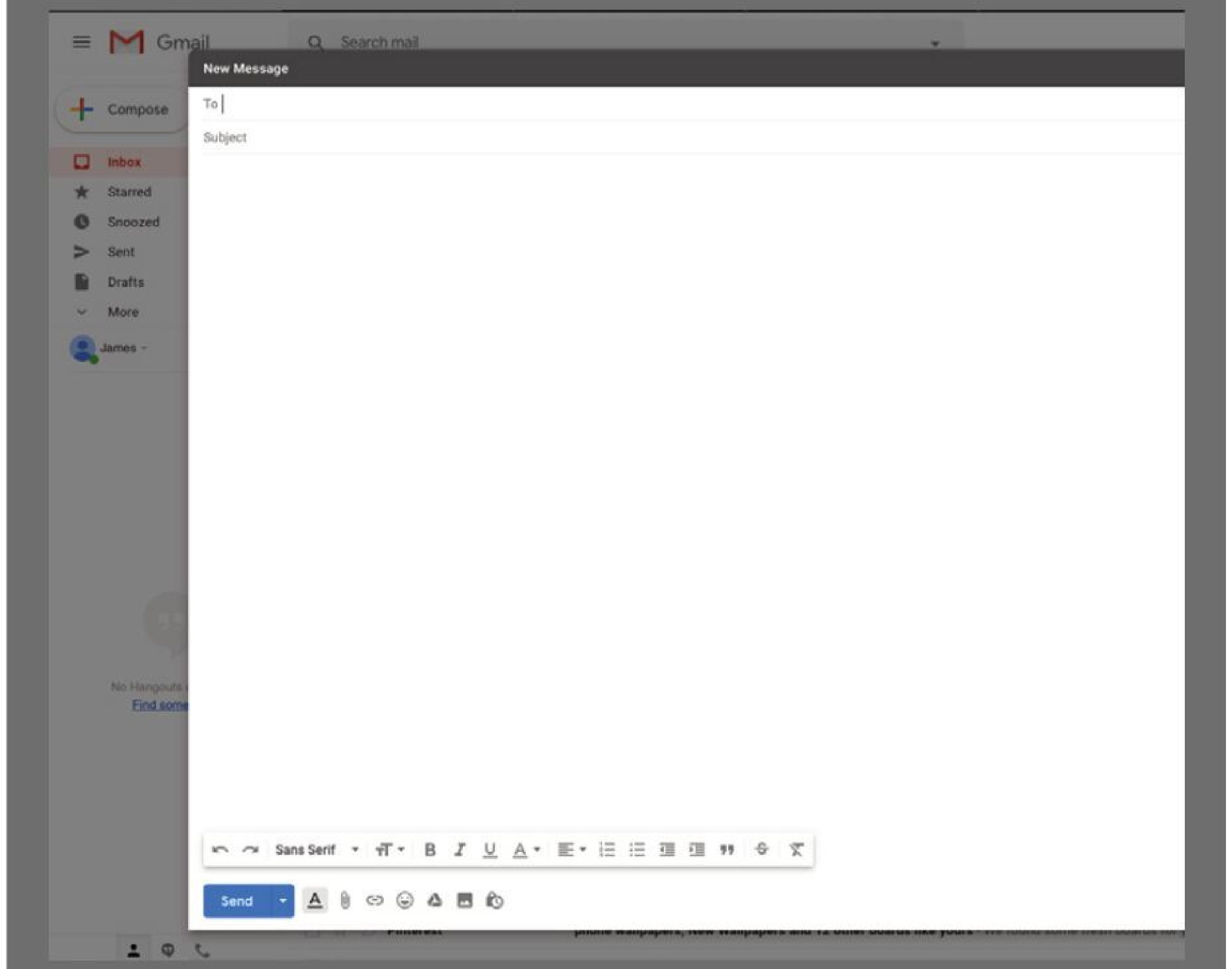
› Gmail displays multiple messages from a contact in a conversation format. If someone replies to your message, both the reply and the original message are shown stacked in the window. You can expand the conversation to make it easier to read.

7 Quick Reply

› Click anywhere in this box to start a quick reply to the last message in the conversation. To Forward a message, click the Forward tab in the quick reply window that opens. Quick reply offers the same formatting options as creating a new message does.



Google	**Security alert** - New device signed in to bdmpublicationsuk@gmail.com Your Google
Pinterest	**We think you might like these Pins** - We found some fresh Pins for you Wallpaper Iph
Google	**James, your new Apple iPhone doesn't have the latest Google apps** - Hi James, Welc
Issuu	**Verify your Issuu account** - Verify your email address with Issuu Hello James Gale, Pl
Google	**Security alert** - New device signed in to bdmpublicationsuk@gmail.com Your Google
Pinterest	**Art new colours, Abstract and 12 other boards like yours** - We found some fresh boar
Pinterest	**You have 15 new Pins waiting for you** - This just in: 15 new Pins! 2019 movie, Avenge
Pinterest	📌 **14 Iphone backgrounds Pins to check out** - We found some Pins that we think mig
Pinterest	**Chinese typography, Corporate design and more Pins trending on Pinterest** - Trendin
Pinterest	**Fondos de pantalla, A2 Colors/Textures/Patterns and 12 other boards like yours** - We
Pinterest	**14 Design Pins you might like** - We found some Pins that we think might be right up y
Pinterest	**Fondos de Pantalla, Art and 12 other boards like yours** - We found some fresh boards
Pinterest	**This just in! Today's top trending ideas** - See which ideas people like you are saving.
Pinterest	**home decor, beaded crafts and more ideas to search for** - Looking for inspiration? Pe
Pinterest	**You have 15 new Pins waiting for you** - This just in: 15 new Pins! Barth Simpson 5 Eas
Pinterest	**Wallpaper backgrounds, Phone wallpapers and more Pins popular on Pinterest** - See



How to Compose a New Mail

Google has incorporated a unique way to compose a message in Gmail which allows you to retain on screen whatever you were looking at, inbox, a message, etc. while composing a new message in a separate window. At the time of writing, this was still an optional feature but could be made standard at any time.

To activate this compose window, click the Compose button and a new window will open at the bottom right of the Gmail window. Whatever you were viewing before you clicked Compose will remain on screen but you can click through into a different mailbox or open a message without the compose window disappearing.

The new compose window contains many of the options. Click in the To field and start to type a name or email address to see a list of known contacts. The icons at the bottom let you control formatting and attachments. If you want to switch back to the old compose method, click the Send icon at the bottom of the window.

How to Customise Gmail

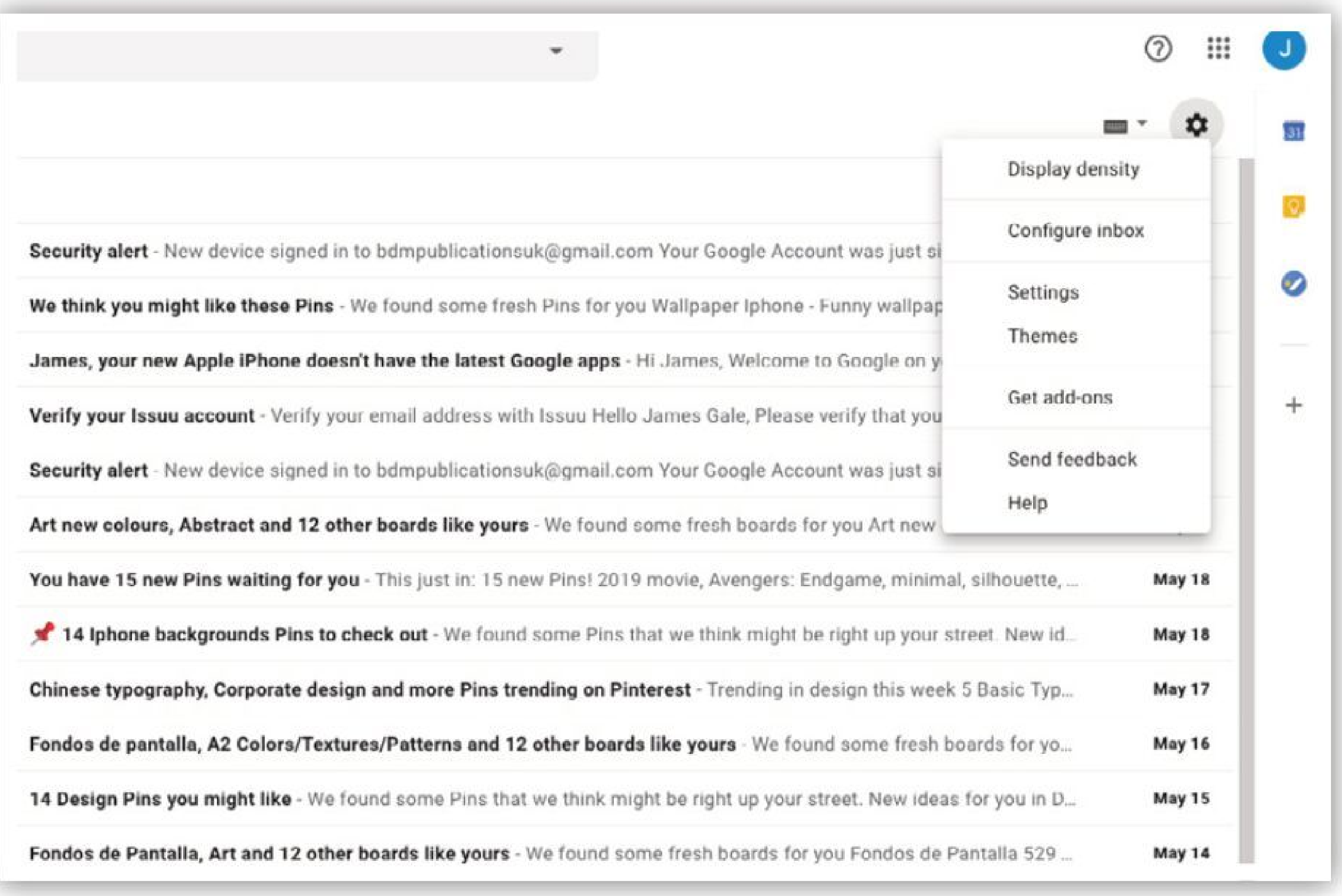
Gmail works brilliantly straight out of the box. There are, however, several things you can do to Gmail to make it suit your personal preferences more closely, from adding a theme to customising the layout of the inbox.

Apply a Theme

OK, so this isn't going to make Gmail work any better, run any faster or deliver emails in a different way but it does brighten things up a bit and makes Gmail more personal to you.

Step 1

› Sign in to Gmail on your computer and open the main inbox. In the top right corner of the page you will see the Settings icon (the gear icon). Click this and select Themes from the listings displayed on this page.



Display density
Configure inbox
Settings
Themes
Get add-ons
Send feedback
Help

Security alert - New device signed in to bdmpublicationsuk@gmail.com Your Google Account was just si

We think you might like these Pins - We found some fresh Pins for you Wallpaper Iphone - Funny wallpap

James, your new Apple iPhone doesn't have the latest Google apps - Hi James, Welcome to Google on y

Verify your Issuu account - Verify your email address with Issuu Hello James Gale, Please verify that you

Security alert - New device signed in to bdmpublicationsuk@gmail.com Your Google Account was just si

Art new colours, Abstract and 12 other boards like yours - We found some fresh boards for you Art new

You have 15 new Pins waiting for you - This just in: 15 new Pins! 2019 movie, Avengers: Endgame, minimal, silhouette, ... **May 18**

14 Iphone backgrounds Pins to check out - We found some Pins that we think might be right up your street. New id... **May 18**

Chinese typography, Corporate design and more Pins trending on Pinterest - Trending in design this week 5 Basic Typ... **May 17**

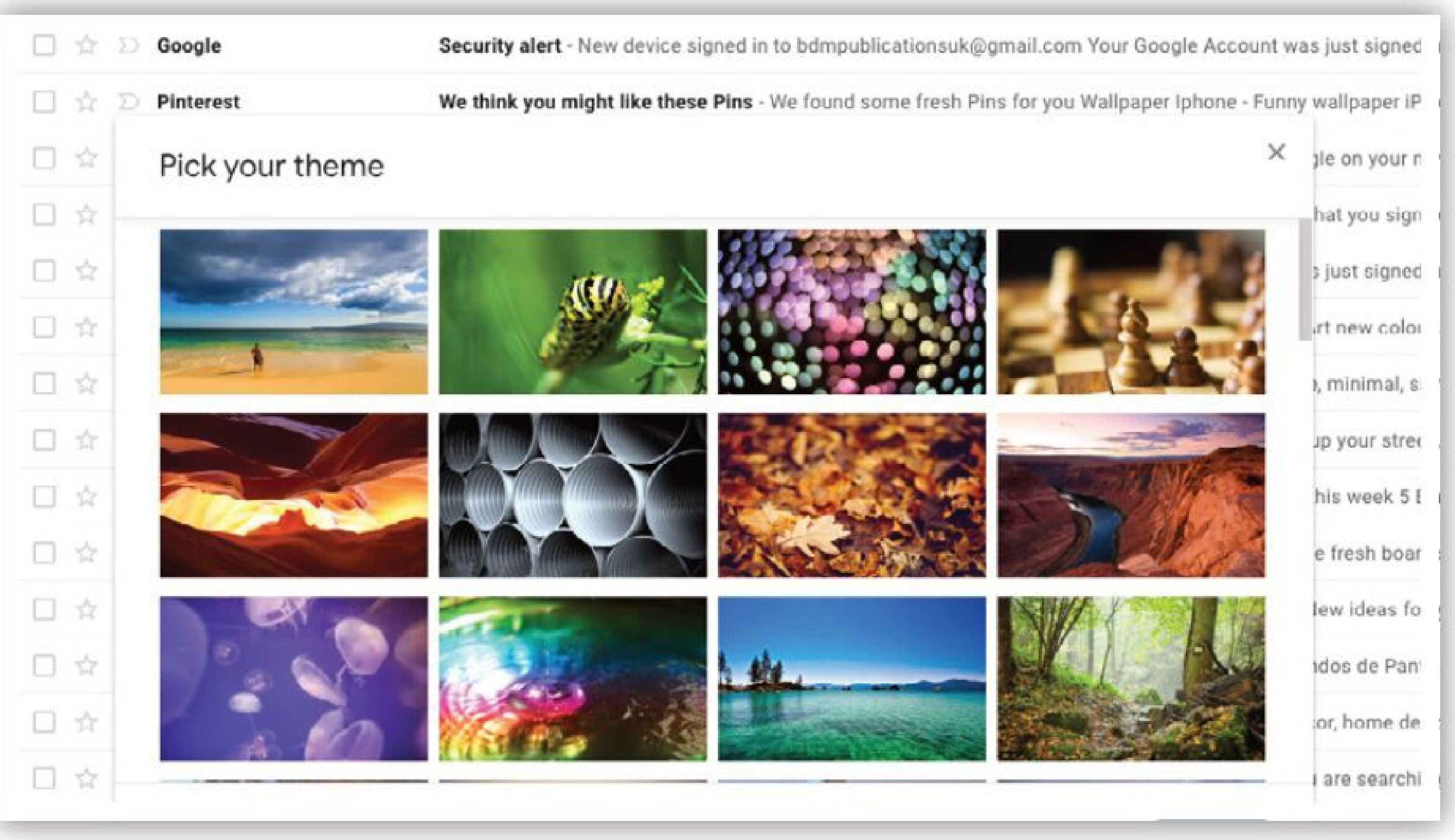
Fondos de pantalla, A2 Colors/Textures/Patterns and 12 other boards like yours - We found some fresh boards for yo... **May 16**

14 Design Pins you might like - We found some Pins that we think might be right up your street. New ideas for you in D... **May 15**

Fondos de Pantalla, Art and 12 other boards like yours - We found some fresh boards for you Fondos de Pantalla 529 ... **May 14**

Step 2

› The available themes are split up into categories, with basic colour themes at the top of the page, then HD themes that use background images, custom themes and classic Gmail themes.



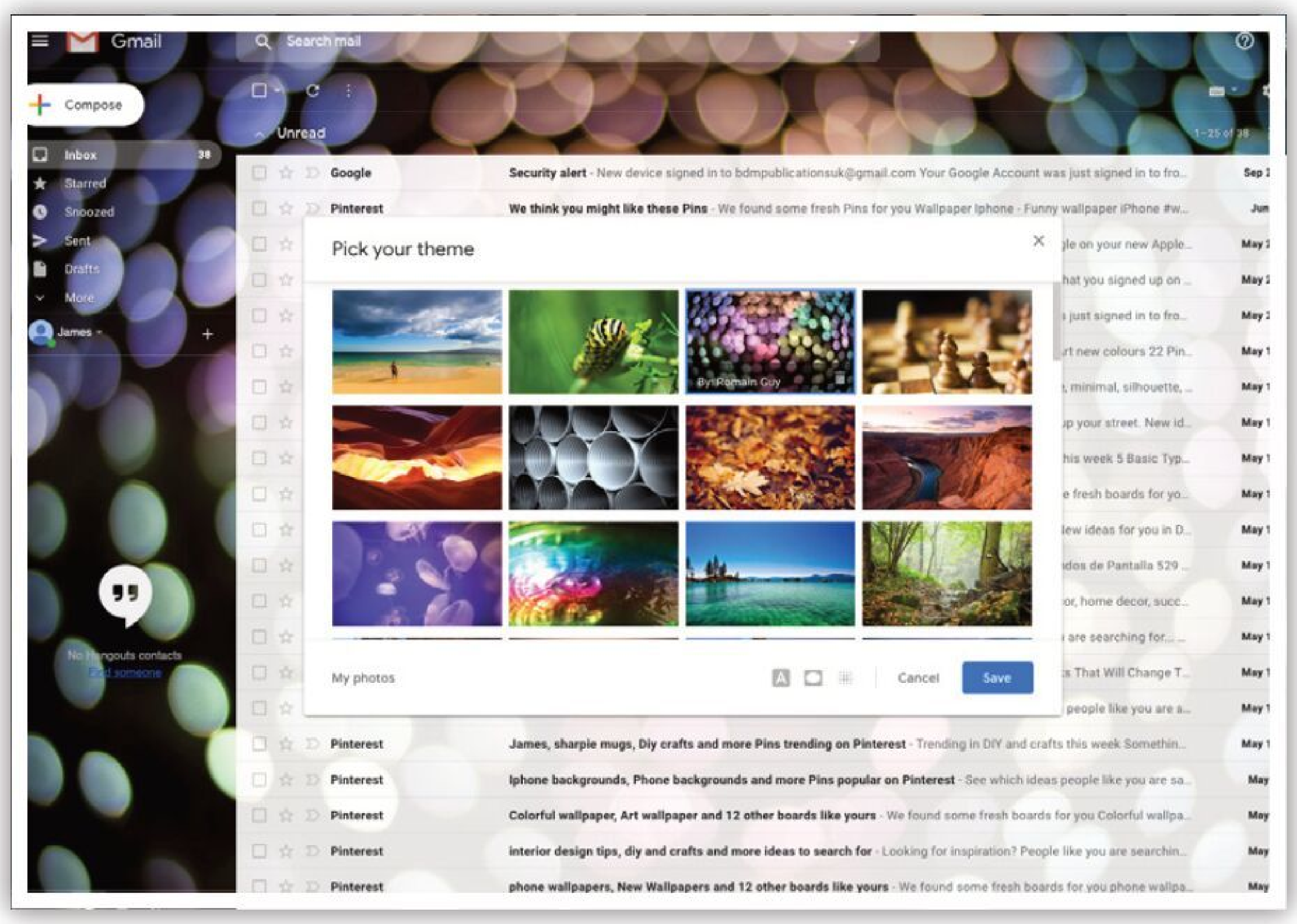
Pick your theme

Google **Security alert** - New device signed in to bdmpublicationsuk@gmail.com Your Google Account was just signed

Pinterest **We think you might like these Pins** - We found some fresh Pins for you Wallpaper Iphone - Funny wallpaper iP

Step 3

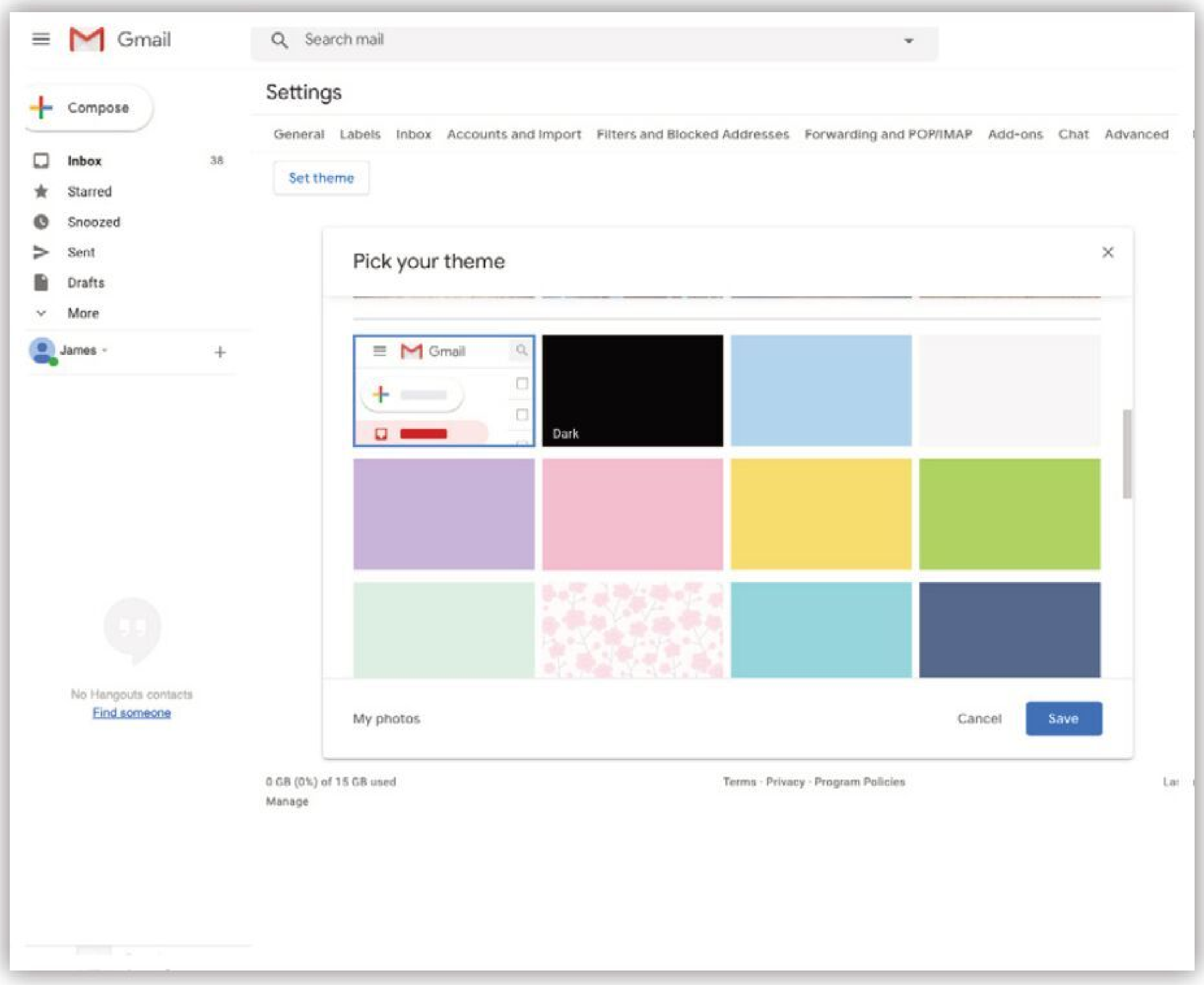
› Click on any theme to activate it. You will see the background change, allowing you to preview the theme without leaving the themes page. If you find one you like, simply select it and then click back to the inbox.



Gmail
Search mail
Compose
Inbox
Starred
Snoozed
Sent
Drafts
More
James
Pick your theme
My photos
Cancel
Save

Step 4

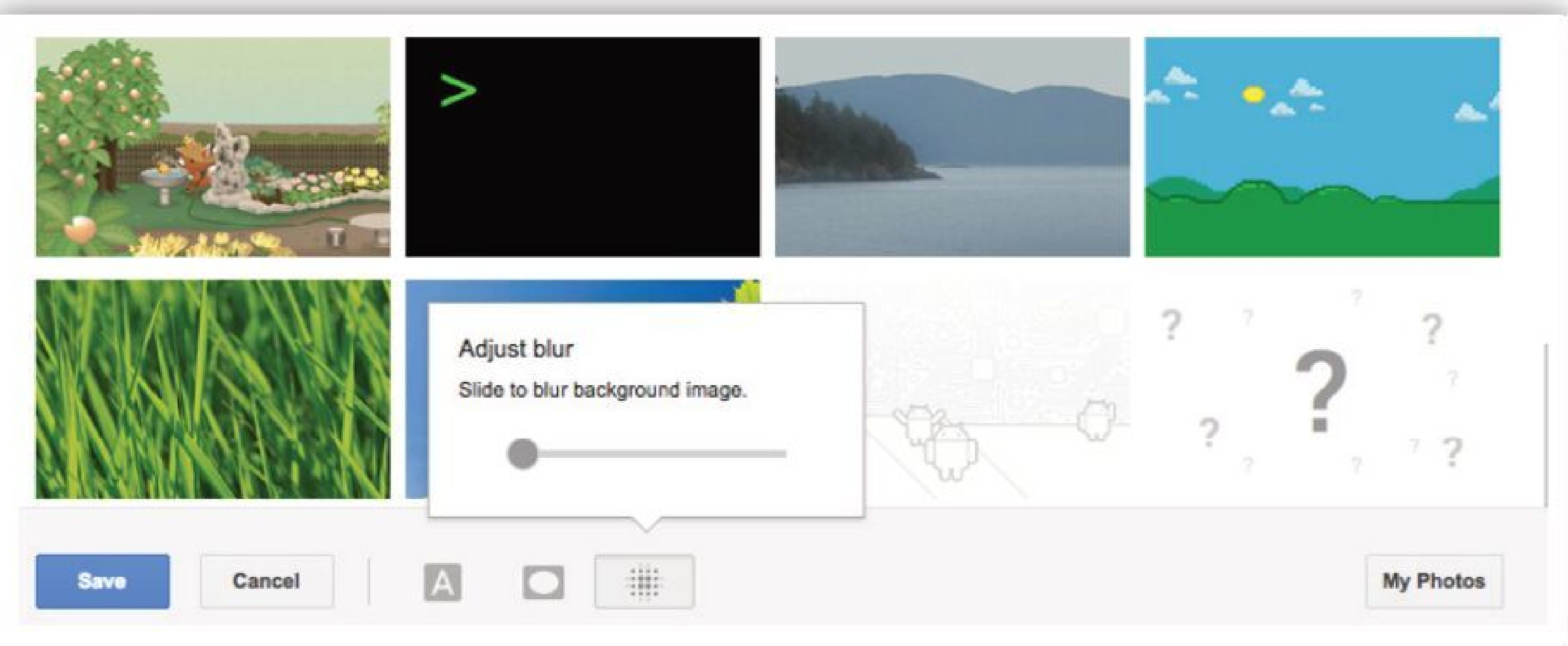
› Custom themes let you get a bit more creative. Click on either Light or Dark custom and then choose an image. You can use a preselected image or use one of your own by clicking My Photos.



Gmail
Search mail
Compose
Inbox 38
Starred
Snoozed
Sent
Drafts
More
James
Settings
General
Labels
Inbox
Accounts and Import
Filters and Blocked Addresses
Forwarding and POP/IMAP
Add-ons
Chat
Advanced
Set theme
Pick your theme
Dark
My photos
Cancel
Save
No Hangouts contacts
Find someone
0 GB (0%) of 15 GB used
Manage
Terms · Privacy · Program Policies

Step 5

› Once you have Chosen the Theme you wish to show on your Google Mail page, you can also add a customisable level of blur to the image which may make some text easier to read. To do this click the third icon to the right of the Cancel button.

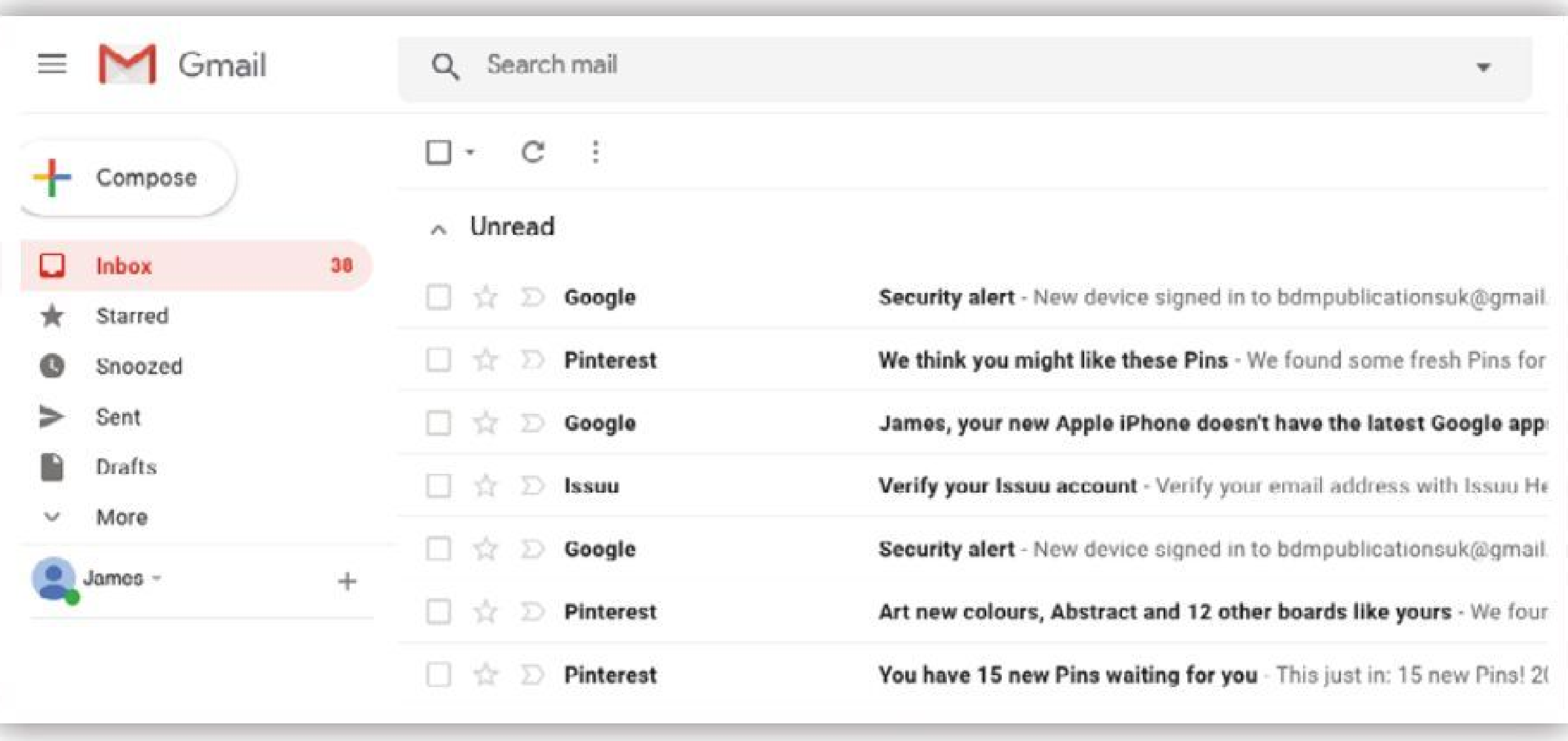

Adjust blur
Slide to blur background image.
Save
Cancel
My Photos

Customise the Inbox

You can easily customise the main inbox to show important or starred emails in a separate section at the top of the page.

Step 1

› Log in to Gmail and click on the main inbox to select it. With the main inbox displayed, hover the mouse pointer over the inbox label and you should see a small, downward-pointing arrow.


Gmail
Search mail
Compose
Inbox 38
Starred
Snoozed
Sent
Drafts
More
James
Unread

Google **Security alert** - New device signed in to bdmpublicationsuk@gmail

Pinterest **We think you might like these Pins** - We found some fresh Pins for

Google **James, your new Apple iPhone doesn't have the latest Google app**

Issuu **Verify your Issuu account** - Verify your email address with Issuu He

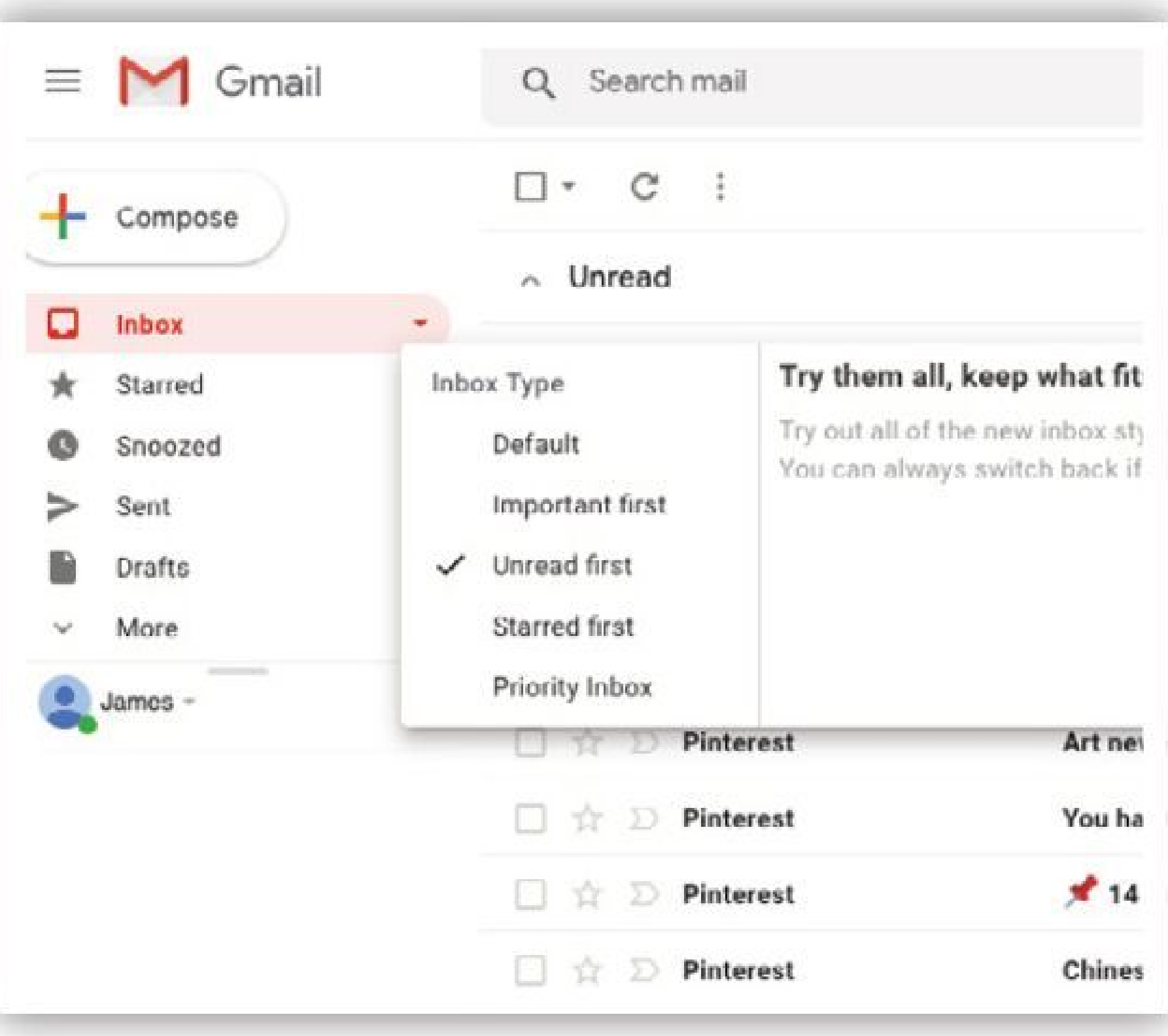
Google **Security alert** - New device signed in to bdmpublicationsuk@gmail

Pinterest **Art new colours, Abstract and 12 other boards like yours** - We four

Pinterest **You have 15 new Pins waiting for you** - This just in: 15 new Pins! 2(

Step 2

› Click on the arrow to see a small menu. Here you can choose the way emails are displayed in the inbox. Roll over each of the settings to read a short description of how they work.

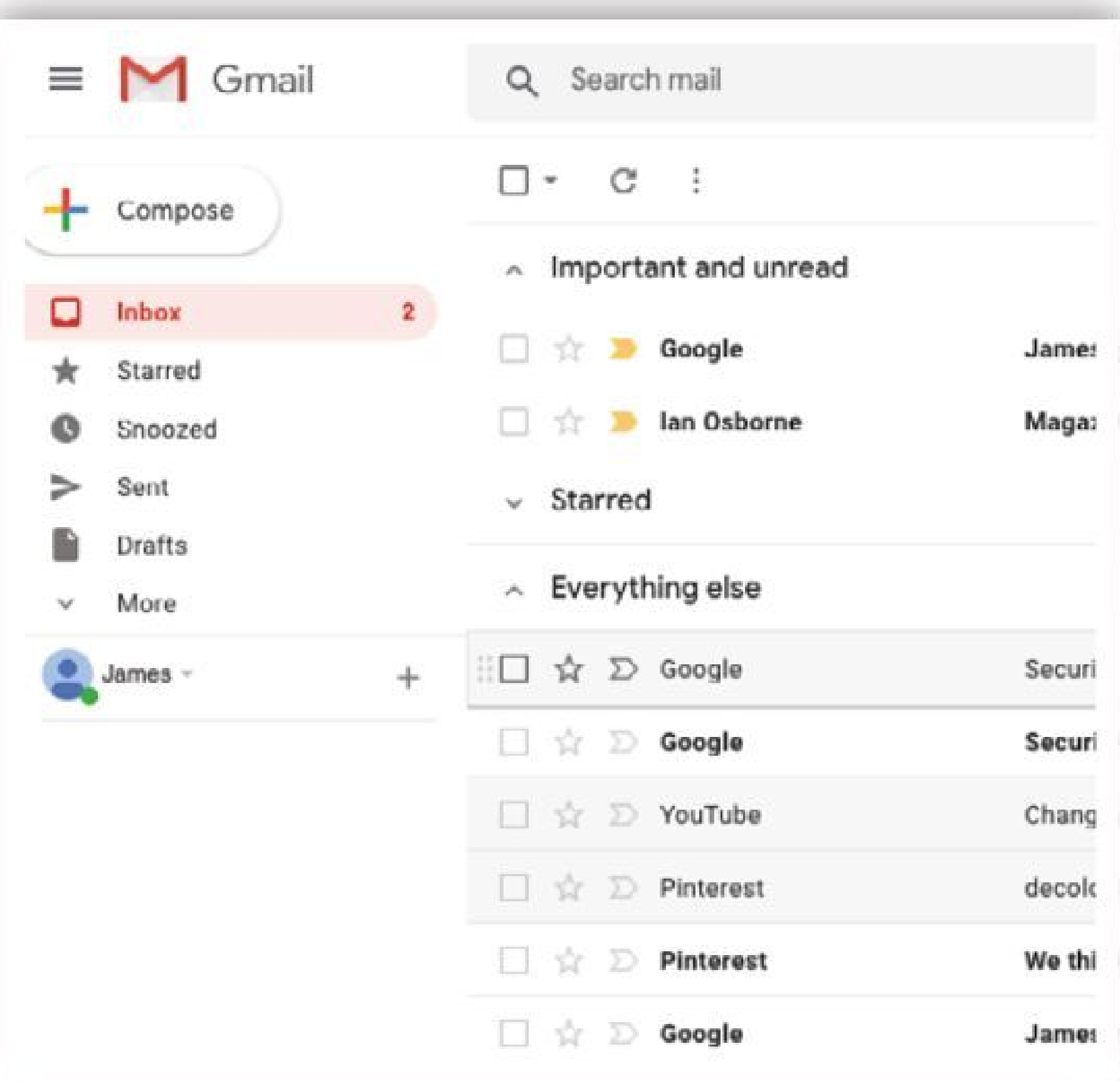

Gmail
Search mail
Compose
Inbox
Starred
Snoozed
Sent
Drafts
More
James
Unread
Inbox Type
Default
Important first
✓ Unread first
Starred first
Priority Inbox
Pinterest
Pinterest
Pinterest
Pinterest

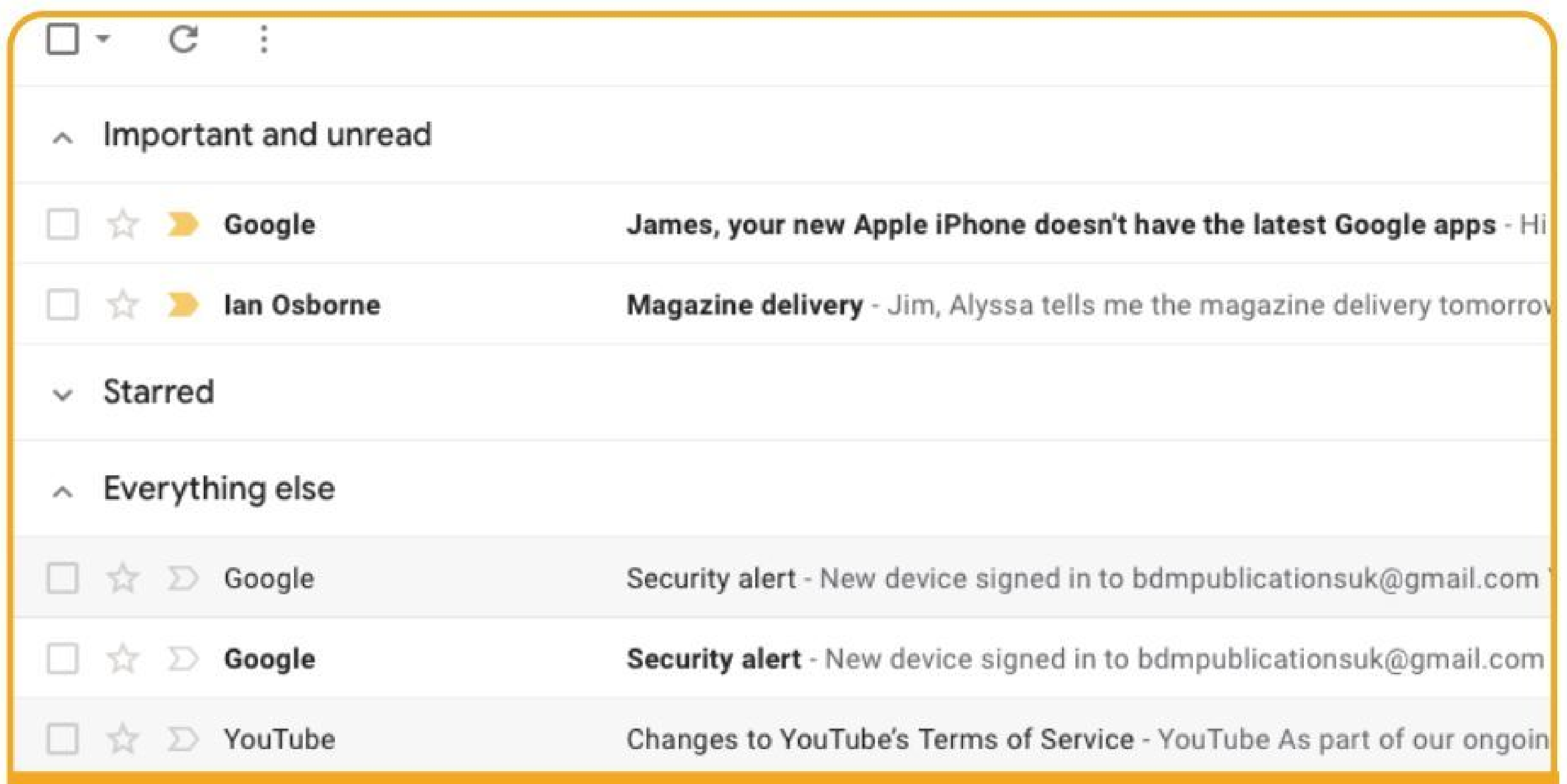
Try them all, keep what fit

Try out all of the new inbox st
You can always switch back if

Step 3

› Choose a display option and you will see the inbox split into sections. At the right-hand side of each section heading, another drop-down menu lets you further customise the section: number of emails to display, etc.


Gmail
Search mail
Compose
Inbox 2
Starred
Snoozed
Sent
Drafts
More
James
Important and unread
Google
Ian Osborne
Starred
Everything else
Google
Google
YouTube
Pinterest
Pinterest
Google


Important and unread
Starred
Everything else

Google **James, your new Apple iPhone doesn't have the latest Google apps** - Hi

Ian Osborne **Magazine delivery** - Jim, Alyssa tells me the magazine delivery tomorrow

Google Security alert - New device signed in to bdmpublicationsuk@gmail.com

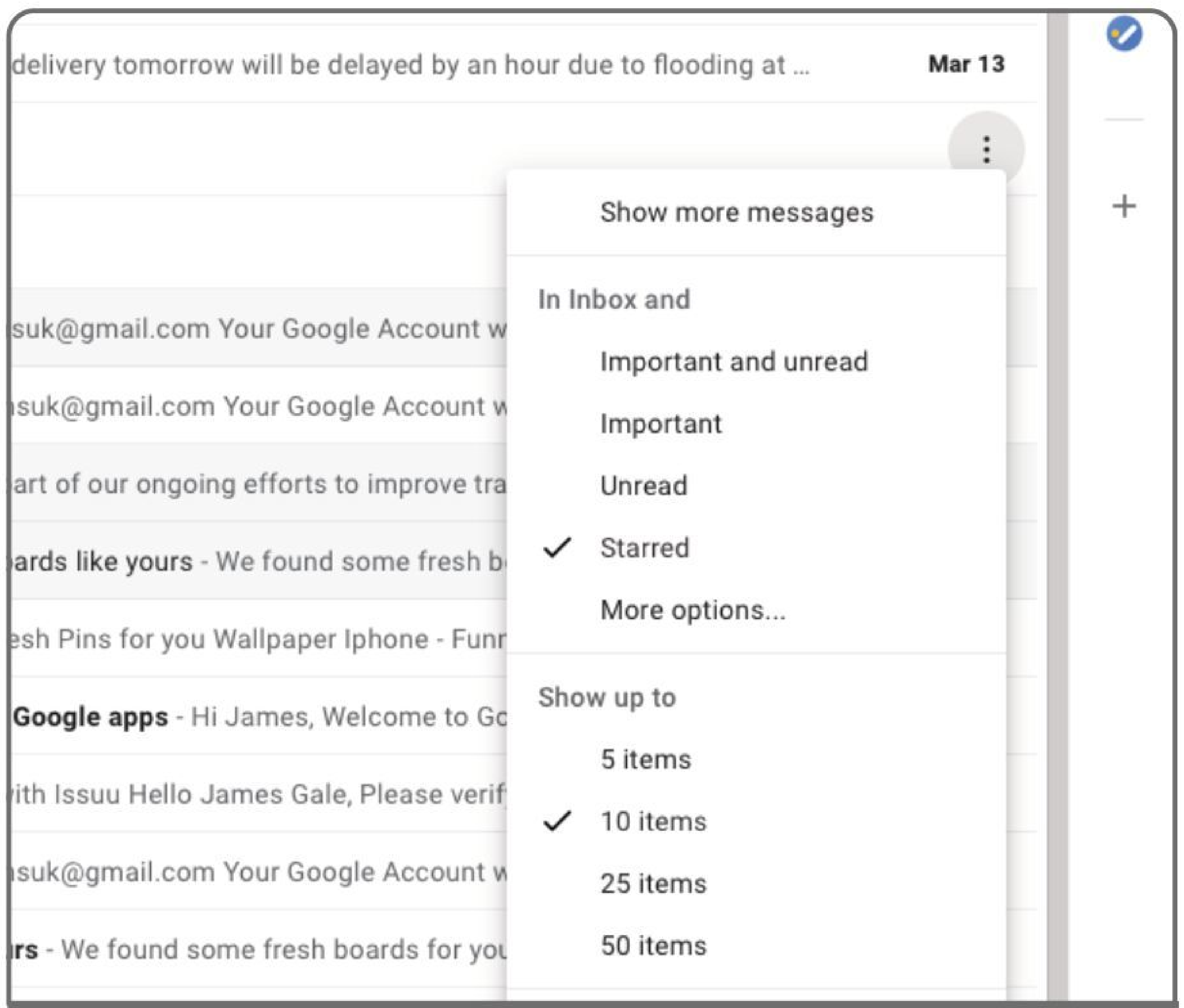
Google **Security alert** - New device signed in to bdmpublicationsuk@gmail.com

YouTube Changes to YouTube's Terms of Service - YouTube As part of our ongoin

Importance Markers

How exactly does Gmail decide if an email is important to you or not? The answer, is very cleverly and sometimes with a bit of help from you. Gmail displays different coloured markers next to emails to indicate different types of messages. A yellow marker means that a message is important. An empty (white) marker means that the message is not seen as important.

If you want to know why a message was classified as important, you can hover your mouse over the importance marker in order to see the main reason why. To teach Gmail that messages from a certain contact are important, all you need to do is find an email from that person and click on the unfilled importance marker.


Show more messages
In Inbox and
Important and unread
Important
Unread
✓ Starred
More options...
Show up to
5 items
✓ 10 items
25 items
50 items

delivery tomorrow will be delayed by an hour due to flooding at ... **Mar 13**

suk@gmail.com Your Google Account w

suk@gmail.com Your Google Account w

art of our ongoing efforts to improve tra

ards like yours - We found some fresh b

esh Pins for you Wallpaper Iphone - Funr

Google apps - Hi James, Welcome to Go

ith Issuu Hello James Gale, Please verif

suk@gmail.com Your Google Account w

rs - We found some fresh boards for you

Show or Hide Labels

On the left-hand side of the Gmail interface is a list of your different mailboxes and labels. Preset mailboxes (or System Labels) include Important, Starred, Sent Mail and Drafts. It is useful to have links to your labels displayed here, but you can hide them if you wish. Click on Settings and then click on the Labels tab at the top of the page. You will see a full list of all your labels, with a show and hide link next to each. You can simply go down the list hiding those labels you don't wish to see in the sidebar.

Dealing with Gmail Spam

If you find that spam emails are still getting through the built-in filters and being displayed with your other emails, you can do several things to improve detection and removal of these unwanted messages.

Do I Need to Worry About Spam Emails?

That's a good question with a potentially very long answer, but in short, yes, spam email is best avoided. Junk or spam emails are unsolicited/requested messages sent in bulk by email.

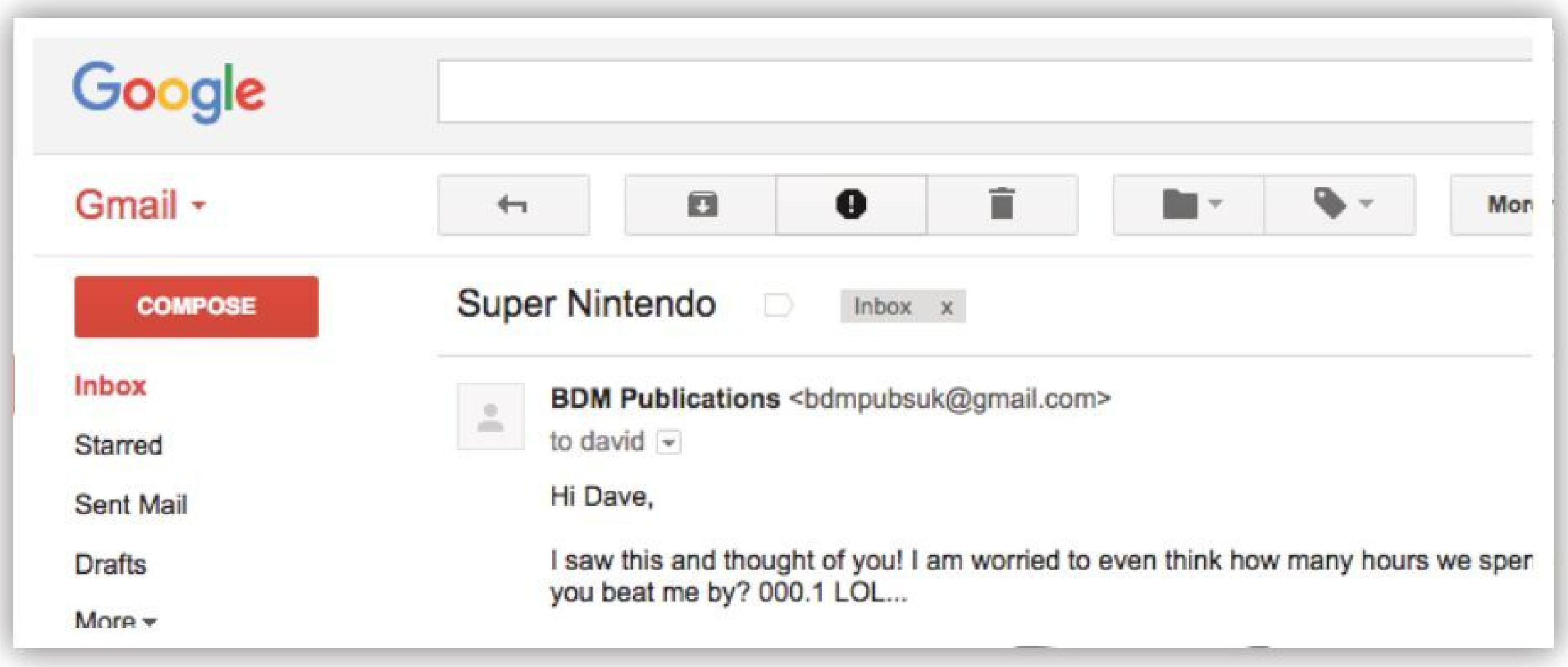
Email spam has steadily grown since the early 1990s and by 2014 were estimated to make up around 90% of email messages sent. Most spam email messages are commercial in nature and albeit harmless, they are annoying. However, some can also be dangerous because they may contain links that lead to phishing web sites, or sites that are hosting malware, or include malware as file attachments.

With this in mind, it is always best to approach spam with caution and following this guide will better equip you to avoid spam as a whole.

Report and Remove Spam

Step 1

Removing spam from your inbox is easy. Click on the message you want to remove and look for the ! button above the message box. Clicking this will remove the spam message and report it to Google.



Super Nintendo

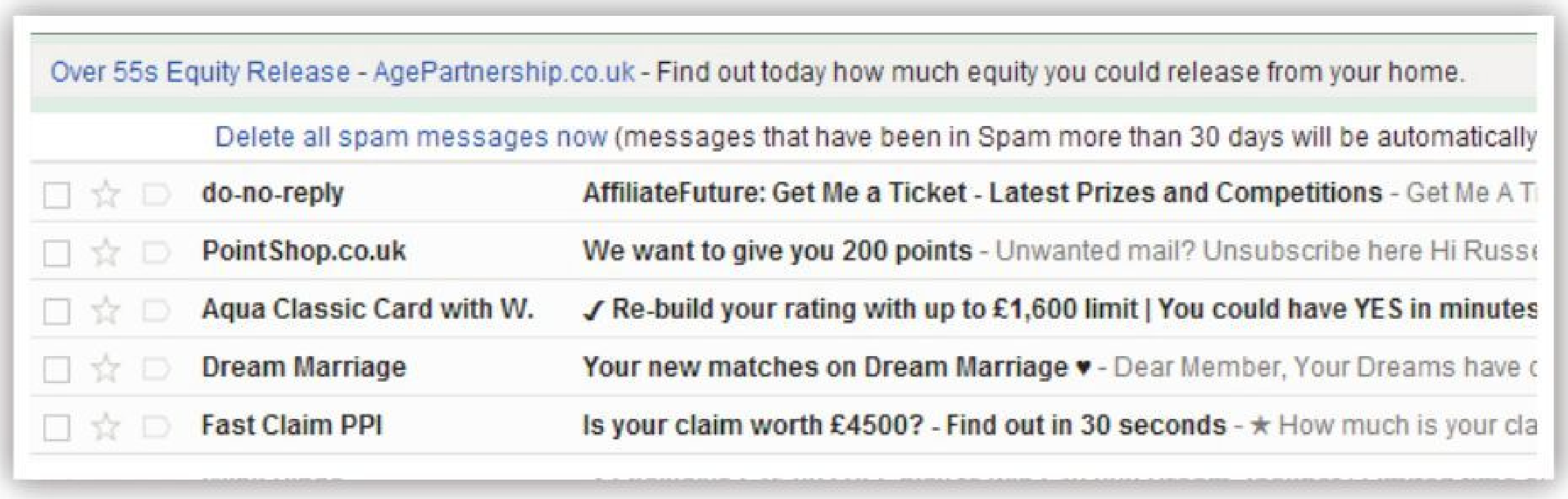
BDM Publications <bdmpubsuk@gmail.com>
to david

Hi Dave,

I saw this and thought of you! I am worried to even think how many hours we sper
you beat me by? 000.1 LOL...

Step 2

If you want to remove the spam that is collecting in the spam mailbox, the spam mailbox will only appear in your labels when spam has been detected and moved into it, click the mailbox and then click "Delete all spam messages now".



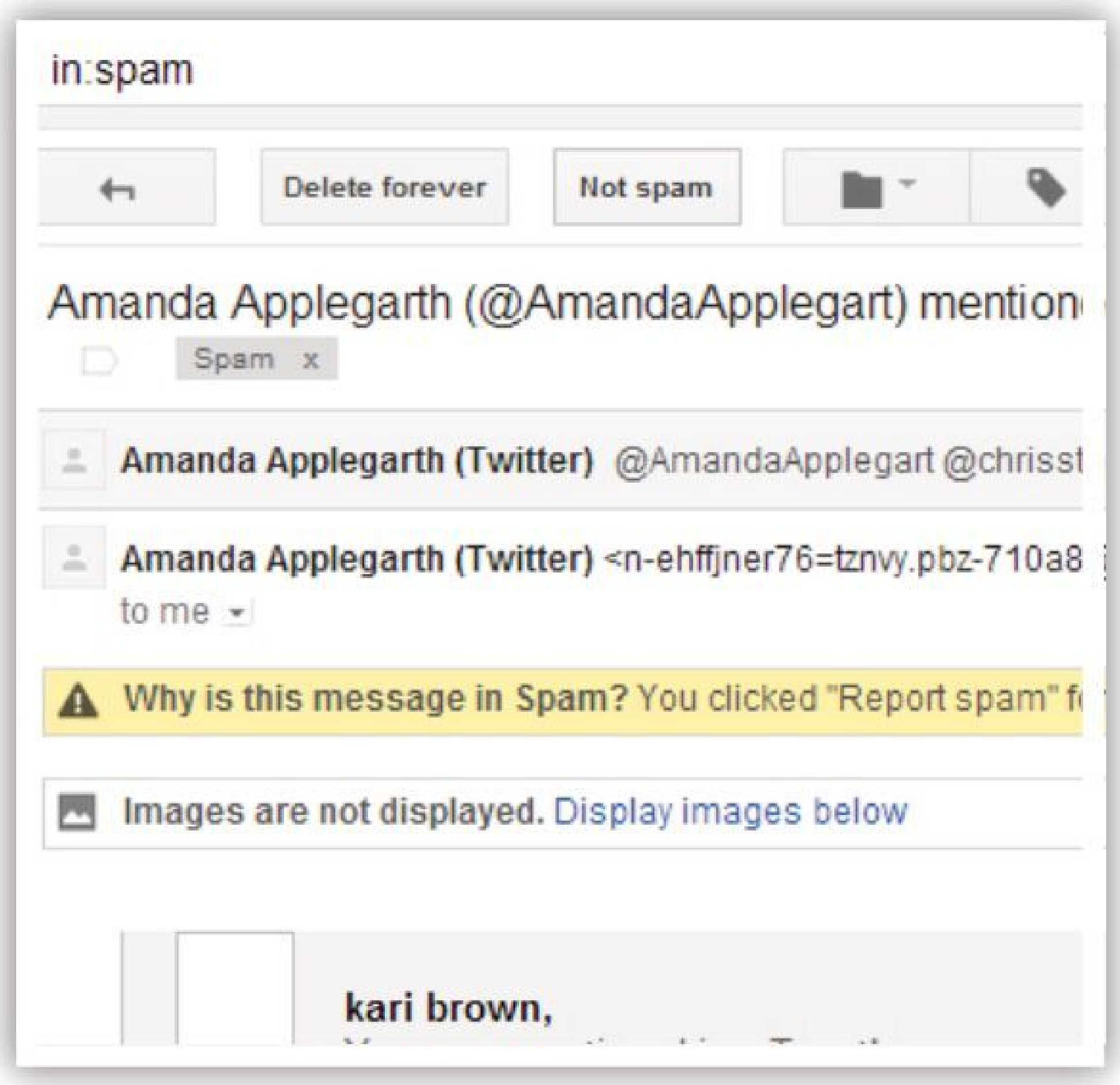
Over 55s Equity Release - AgePartnership.co.uk - Find out today how much equity you could release from your home.

Delete all spam messages now (messages that have been in Spam more than 30 days will be automatically

do-no-reply	AffiliateFuture: Get Me a Ticket - Latest Prizes and Competitions - Get Me A T
PointShop.co.uk	We want to give you 200 points - Unwanted mail? Unsubscribe here Hi Russ
Aqua Classic Card with W.	✓ Re-build your rating with up to £1,600 limit | You could have YES in minutes
Dream Marriage	Your new matches on Dream Marriage ♥ - Dear Member, Your Dreams have
Fast Claim PPI	Is your claim worth £4500? - Find out in 30 seconds - ★ How much is your cla

Step 3

If you see a message in the spam mailbox which has been moved there incorrectly (i.e. it is not spam), you can correct the mistake by selecting it and clicking Not Spam from the options above it.



in:spam

Amanda Applegarth (@AmandaApplegart) mention

Amanda Applegarth (Twitter) @AmandaApplegart @chrisst

Amanda Applegarth (Twitter) <n-ehffjner76=tznvy.pbz-710a8
to me

Why is this message in Spam? You clicked "Report spam" f

Images are not displayed. Display images below

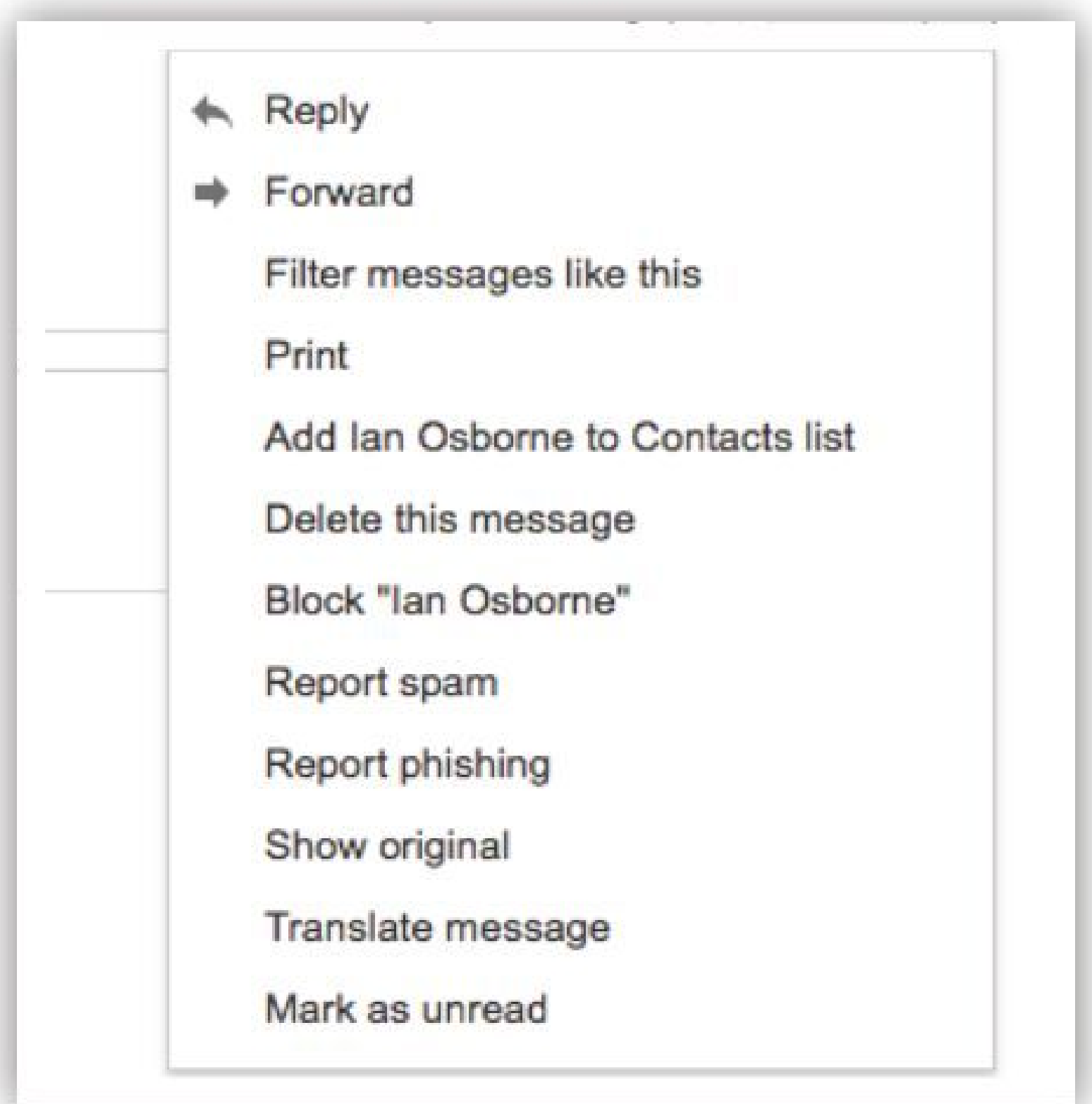
kari brown,

Creating Filters

Another way to deal with unwanted emails, particularly if you are getting lots of emails from one particular address, is to set up a filter.

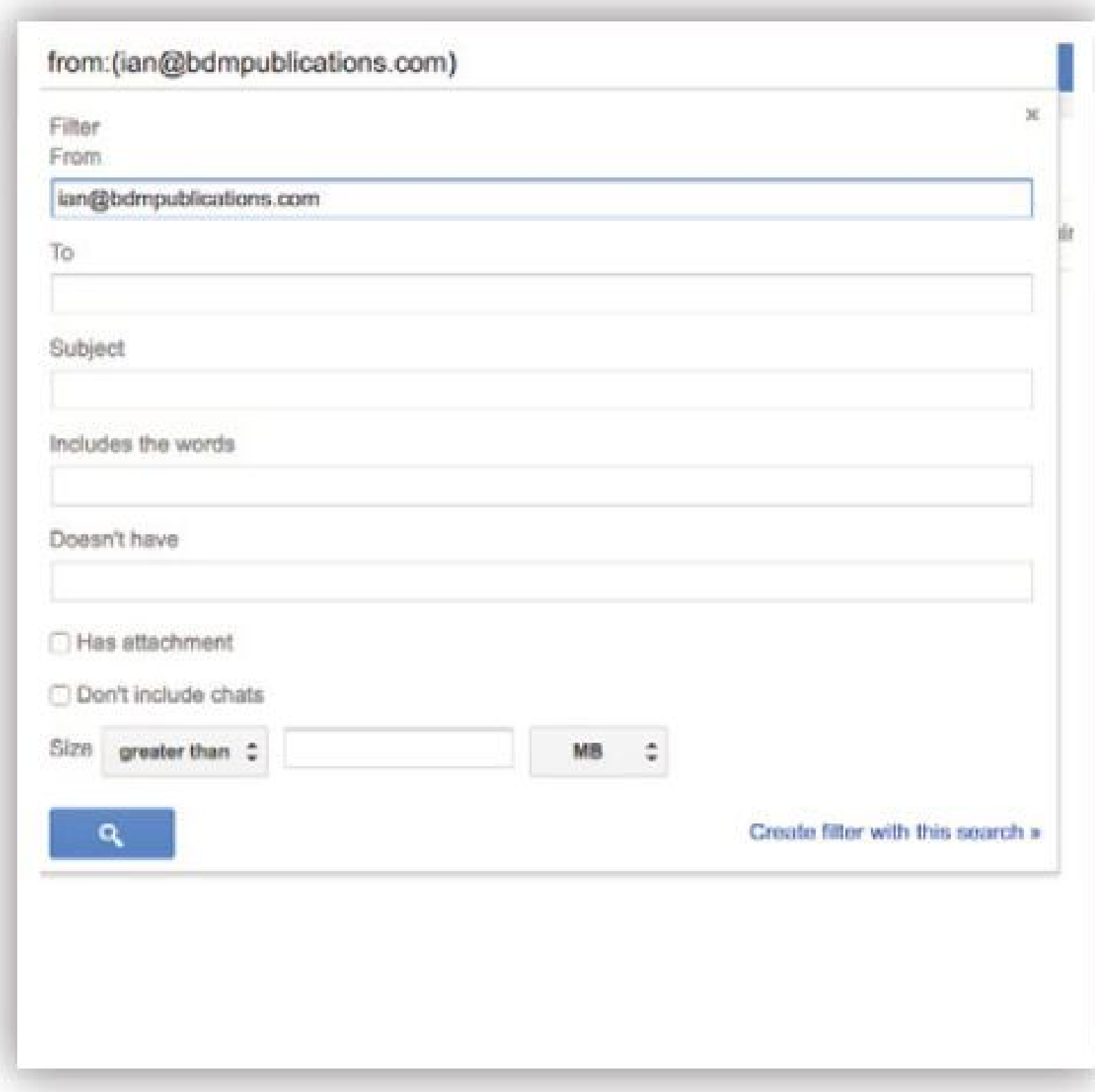
Step 1

Open the inbox and find a message from the contact you want to filter. Click on the message to open it. Click on the More button to the right of the buttons above the message, and select Filter Messages Like These from the menu.



Step 2

› In the box that appears, the email address of the sender will be automatically entered. You can add extra triggers to the filter such as certain words or recipient addresses. Next, click Create filter with this search.



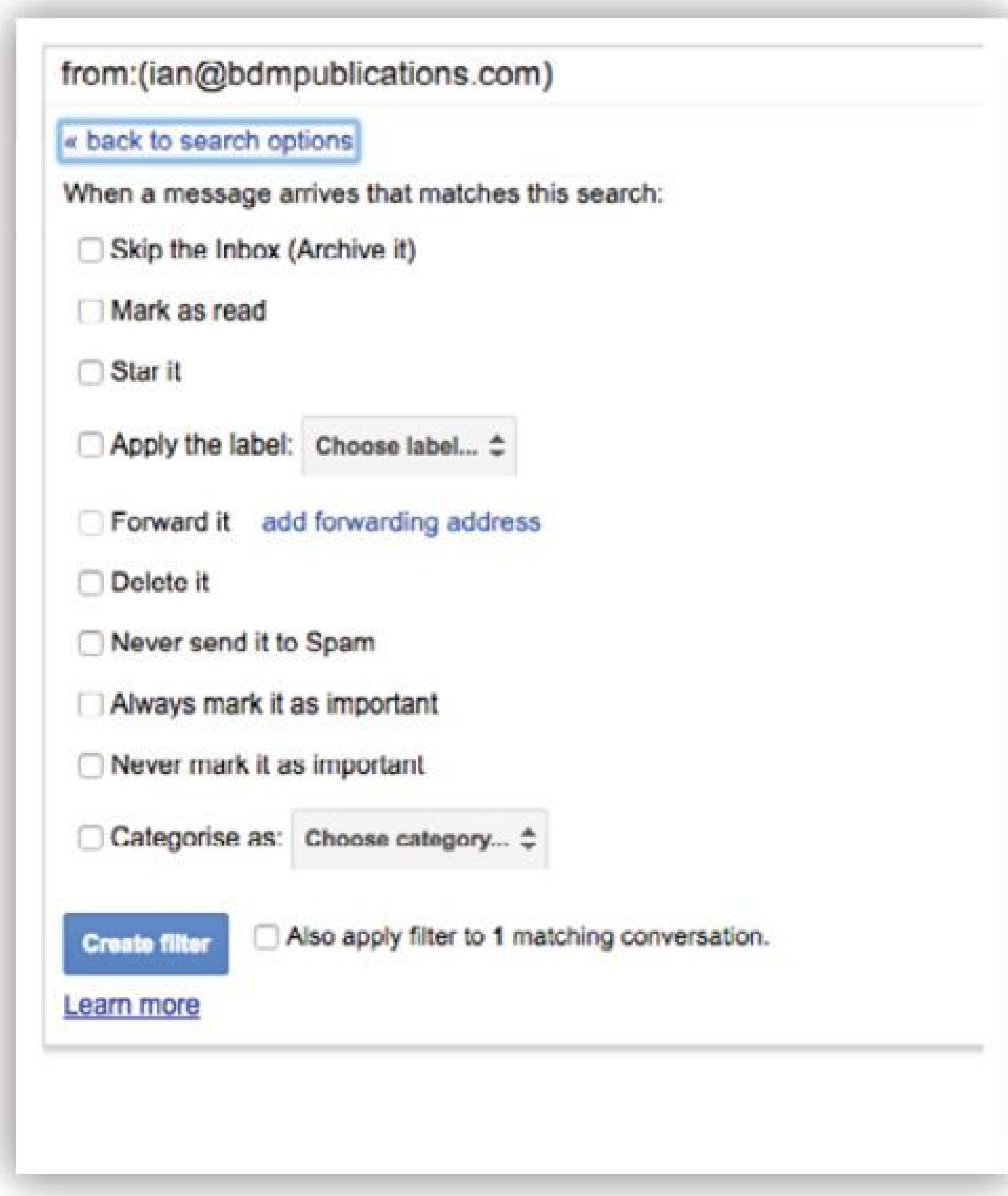
from:(ian@bdmpublications.com)

From: ian@bdmpublications.com

Filter
To
Subject
Includes the words
Doesn't have
☐ Has attachment
☐ Don't include chats
Size
greater than
MB
Create filter with this search »

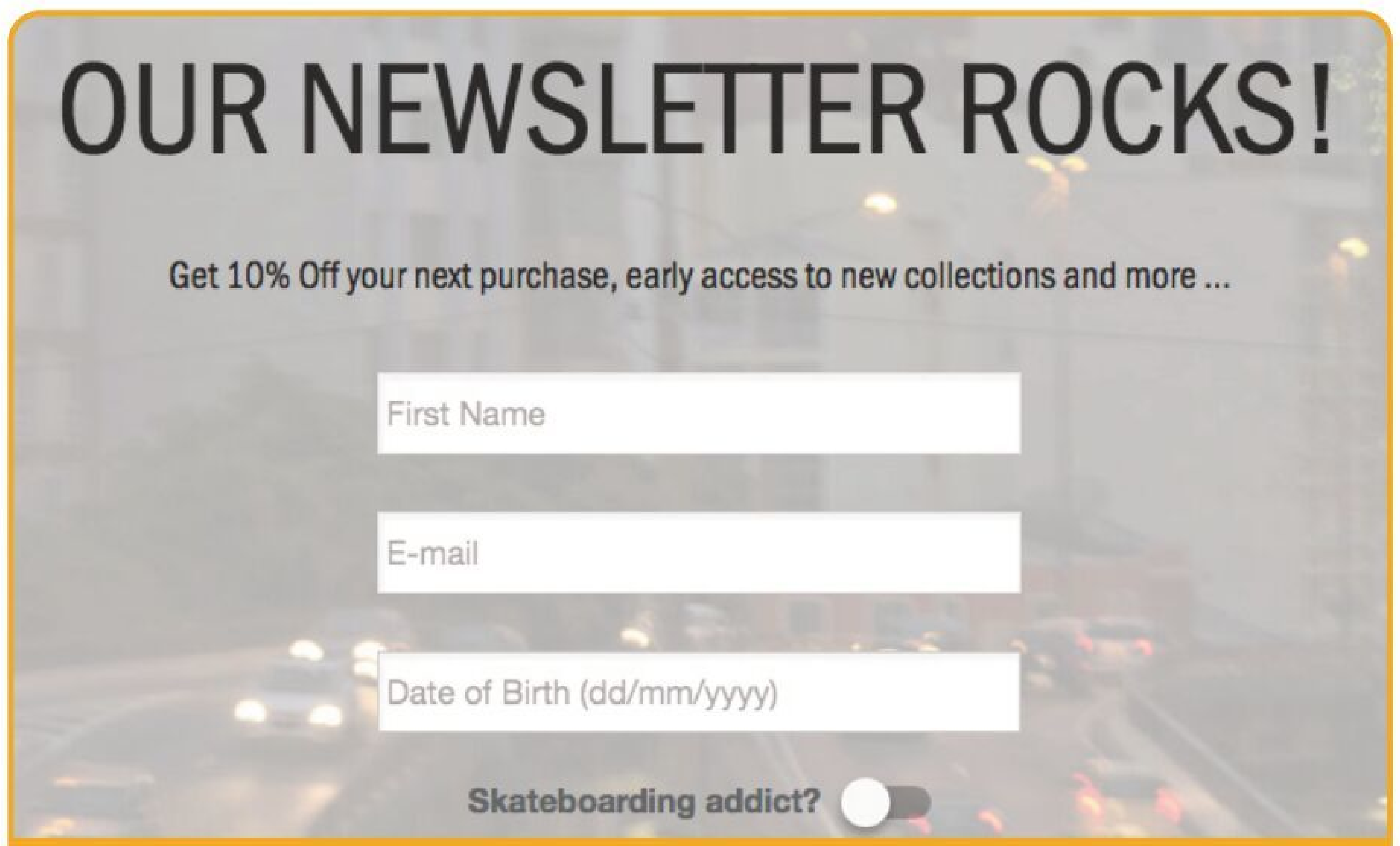
Step 3

› You can now decide what to do with messages that trigger this filter. There are numerous options, and not just options for spam messages. For the purpose of this guide, choose Delete it. Click Create Filter to finish.



from:(ian@bdmpublications.com)

« back to search options
When a message arrives that matches this search:
☐ Skip the Inbox (Archive it)
☐ Mark as read
☐ Star it
☐ Apply the label: Choose label...
☐ Forward it add forwarding address
☐ Delete it
☐ Never send it to Spam
☐ Always mark it as important
☐ Never mark it as important
☐ Categorise as: Choose category...
Create filter
☐ Also apply filter to 1 matching conversation.
Learn more

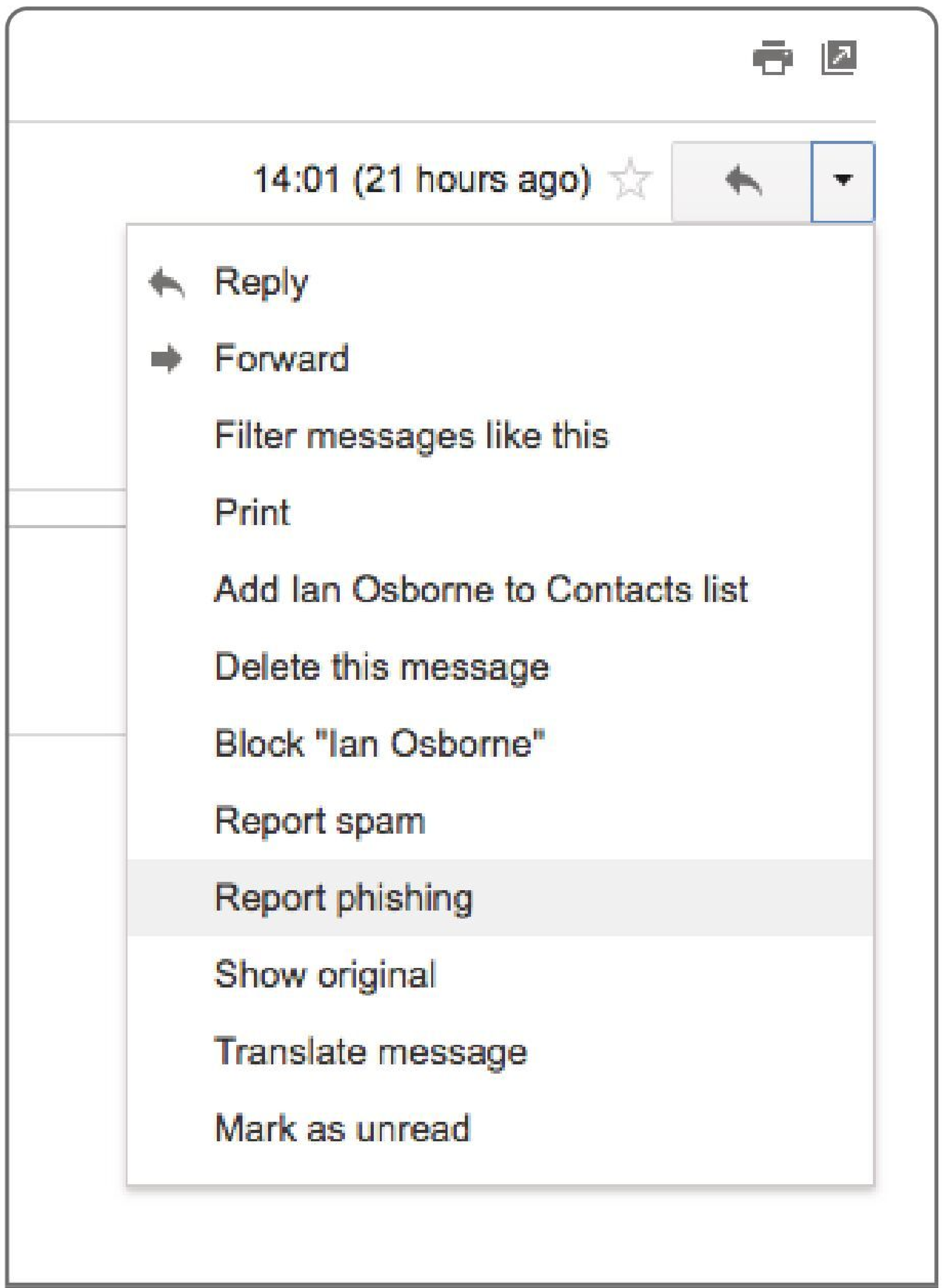


OUR NEWSLETTER ROCKS!
Get 10% Off your next purchase, early access to new collections and more ...
First Name
E-mail
Date of Birth (dd/mm/yyyy)
Skateboarding addict?

Protect Your Email Address

One of the very best ways of ensuring that spam does not become the bane of your life is to protect your email at all times. Entering your email address onto websites that you don't fully trust or posting the address on blogs and forums, will almost certainly lead to a whole heap of spam heading your way. Automated software (bots) scan through millions of web pages to find email addresses, which are then used by spammers to flood your inbox with unwanted emails.

If you do need to write your email on a blog or forum (in the signature for example), write it in a way that a non-human reader would not understand. For example, you could write it as john dot doe at gmail dot com (instead of john.doe@gmail.com). A human should understand how to write that email address properly.



14:01 (21 hours ago)
Reply
Forward
Filter messages like this
Print
Add Ian Osborne to Contacts list
Delete this message
Block "Ian Osborne"
Report spam
Report phishing
Show original
Translate message
Mark as unread

What is Phishing?

Phishing is the process of trying to find private information such as PIN numbers, passwords and user names by trickery. Sometimes spammers create fake websites that look for example, like a well-known bank's login page. You will then get an email pretending to be from that bank, asking you to confirm your login or change some settings by clicking a link to the fake website. When you enter your email and password on one of these pages, the spammer records your information and keeps it.

Remember that banks or credit card companies will never ask you to email them your password or click on links in emails. If you are in any doubt as to the legitimacy of an email and the links within, the first thing to check is the link. Without clicking it, roll your mouse pointer over the link and look at the information that appears at the bottom of the browser window. This will show you the actual link address, letting you check whether it looks OK. If you really want to check your online bank, open a new browser window and navigate to your bank's page normally.

If the message seems like an attempt to get your personal information, click Report Phishing from the message options menu (arrow to the right of the Reply button) to help Gmail and Google learn from such attempts.

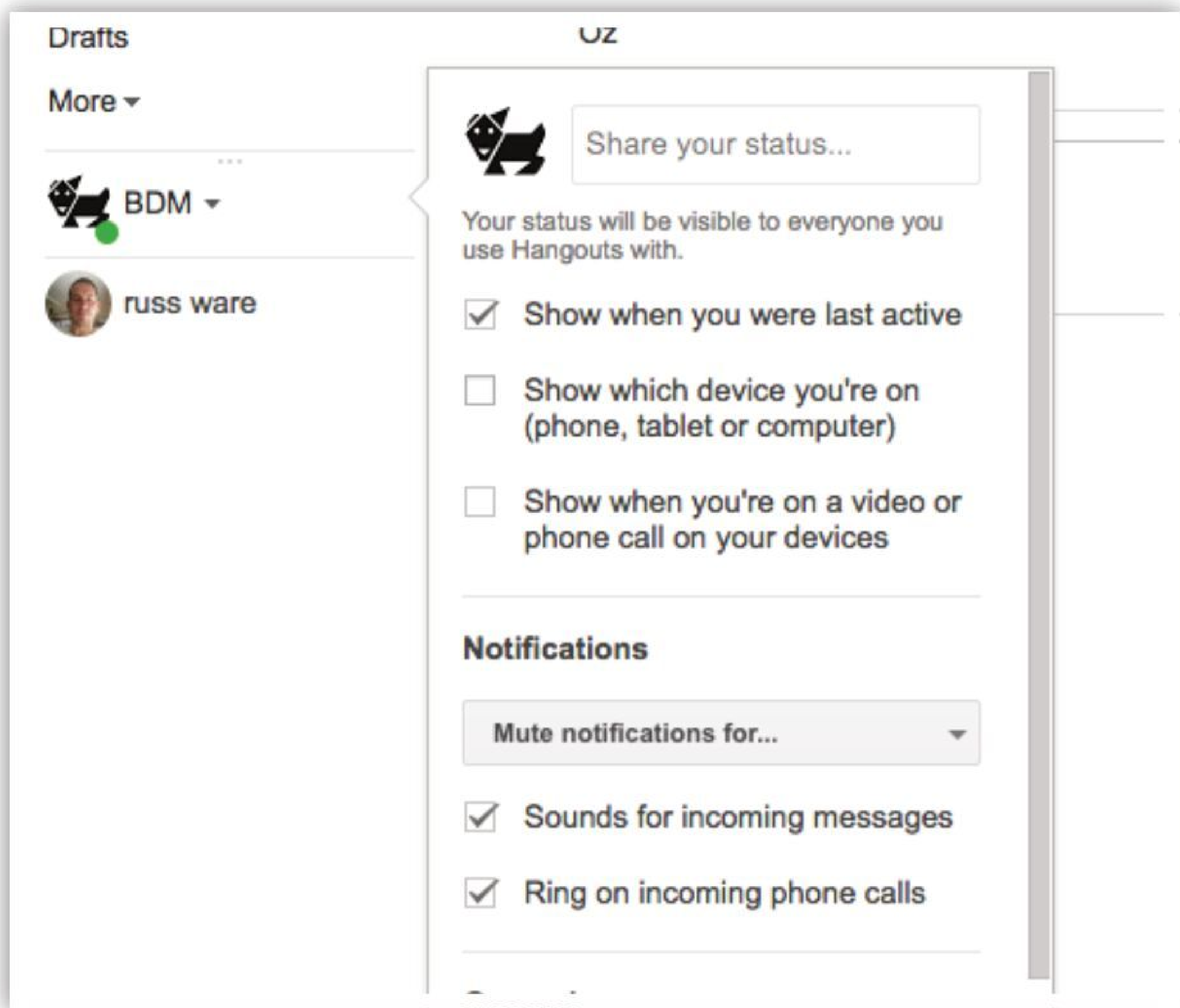
Instant Chat in Gmail

You can add and chat to anyone on the Google network as long as they are using Gmail, iGoogle, Google Talk, Google+ or a third-party client. You can find the Google Chat controls on the left side of the Gmail window.

Using Chat in Gmail

Step 1

› Before you can chat with someone, you need to invite them and they will need to accept the invitation. The people you invite will see the invitation above their chat list asking if they'd like to be able to chat with you.


Drafts
More
BDM
russ ware
Share your status...

Your status will be visible to everyone you use Hangouts with.

☑ Show when you were last active

☐ Show which device you're on (phone, tablet or computer)

☐ Show when you're on a video or phone call on your devices

Notifications

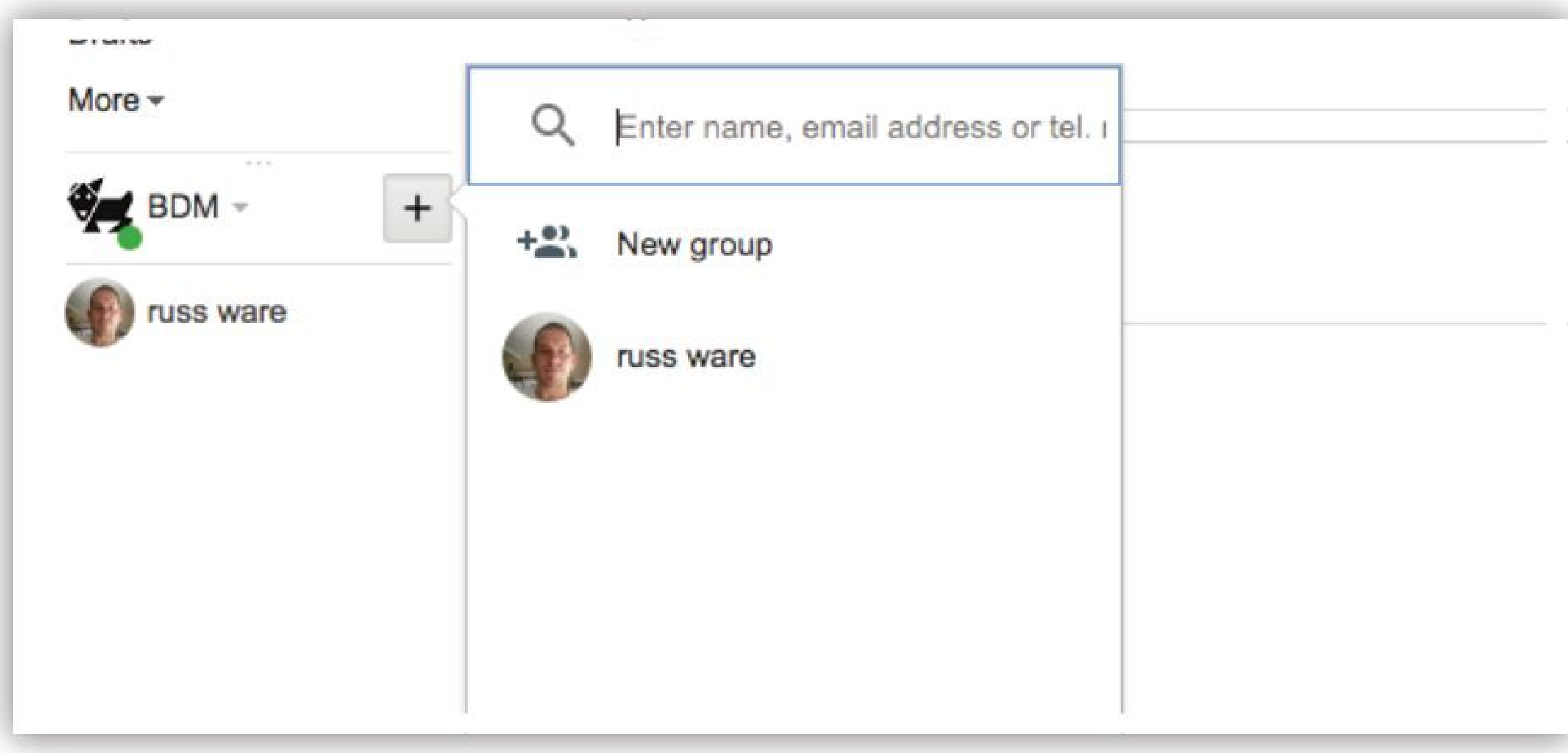
Mute notifications for...

☑ Sounds for incoming messages

☑ Ring on incoming phone calls

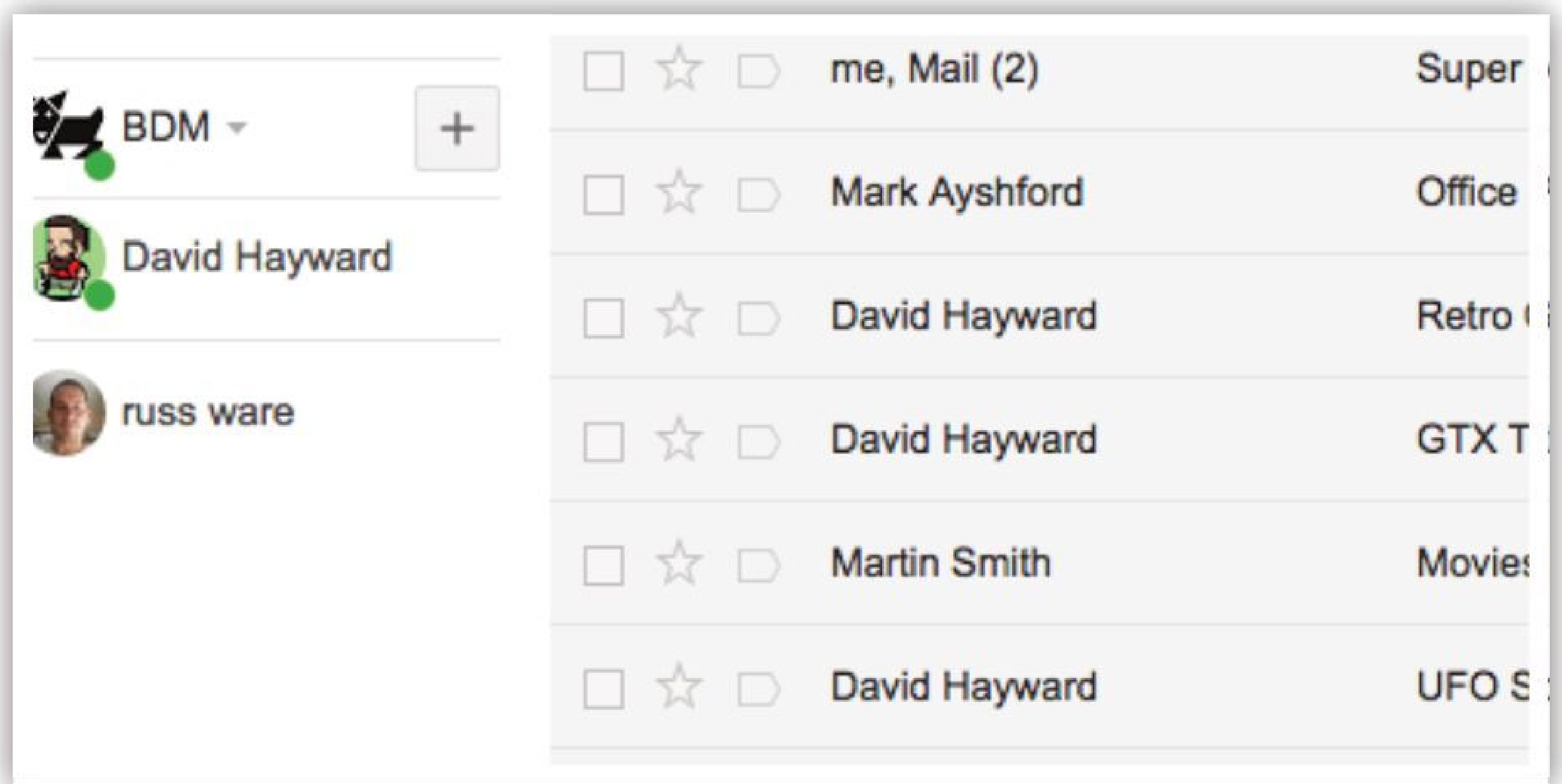
Step 2

› Press the + icon, then in the search box at the top of this menu, type your friend's username. If they're already in your Contacts, Gmail will prepopulate their username. If they are not in your contacts, type their email address and click Invite to Chat.


More
BDM
+
russ ware
Enter name, email address or tel.
New group
russ ware

Step 3

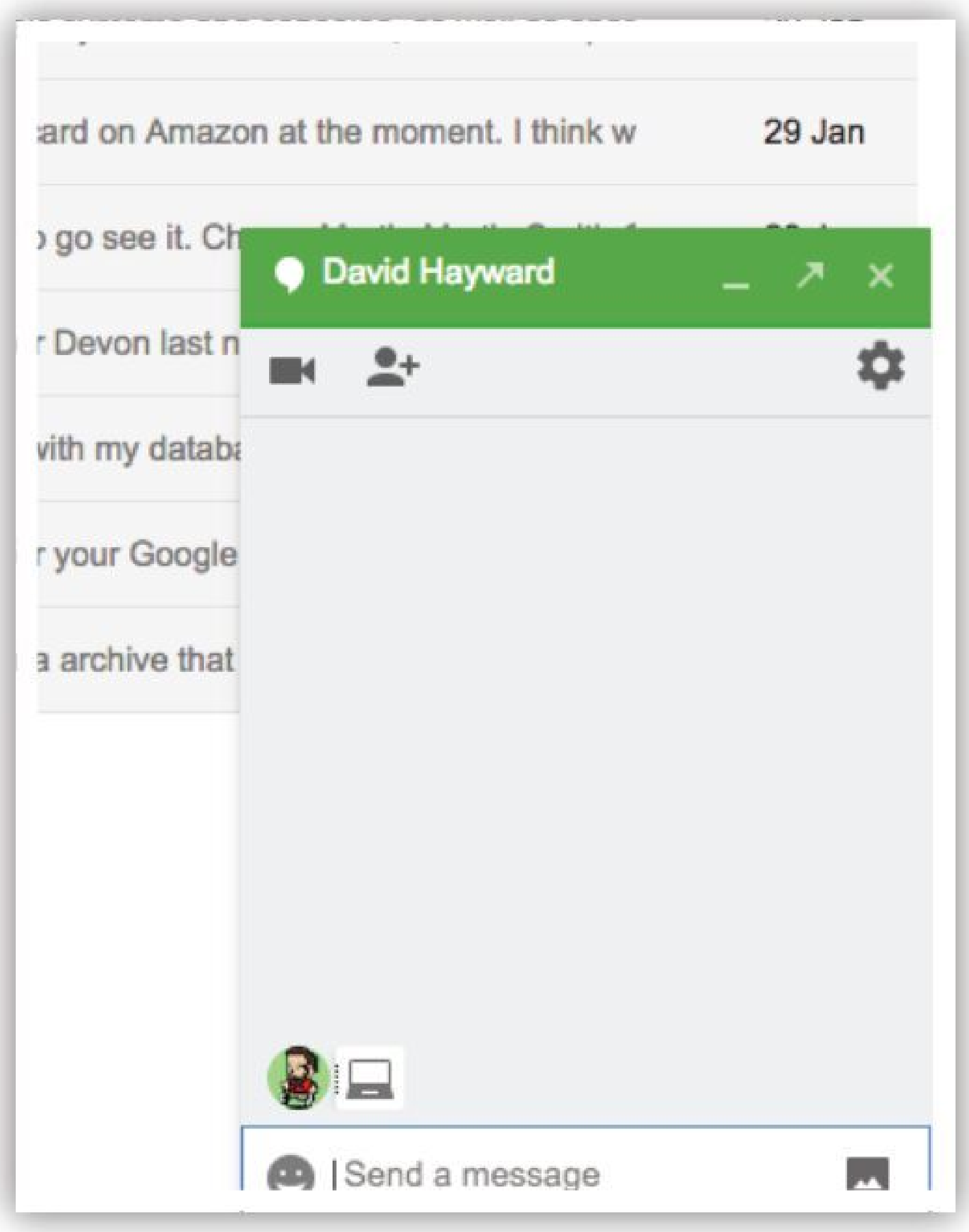
› Once someone has accepted your invitation (and if they are online) you will see a status button to the left of their name in your chat list, which indicates whether they're available (green); their name will show in bold if they have sent you a message.


BDM
+
David Hayward
russ ware

me, Mail (2)	Super
Mark Ayshford	Office
David Hayward	Retro
David Hayward	GTX T
Martin Smith	Movie
David Hayward	UFO S

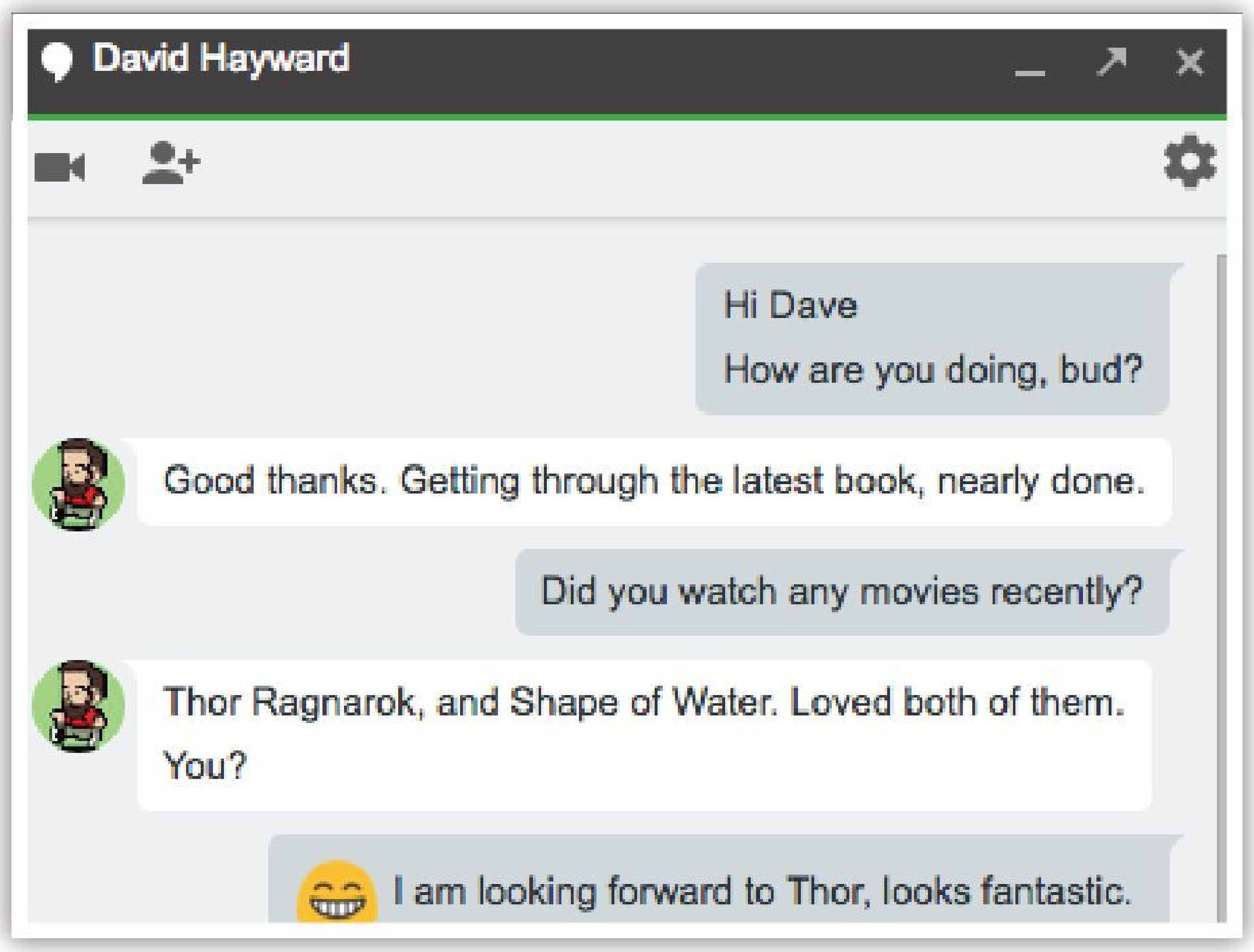
Step 4

› To chat with someone who is available in your list, click on their name and a small chat window will open in the bottom right corner of the Gmail window. Click the arrow to the right of the contact's name to undock the chat window.


ard on Amazon at the moment. I think w
29 Jan
go see it. Ch
Devon last n
with my databa
your Google
archive that
David Hayward
Send a message

Step 5

› Click in the text box at the bottom of the chat window to start typing. You can type as much as you like, the window will just expand. To add emoticons, either type a recognised emoticon symbol or click the smiley face in the chat box.


David Hayward

Hi Dave
How are you doing, bud?

Good thanks. Getting through the latest book, nearly done.

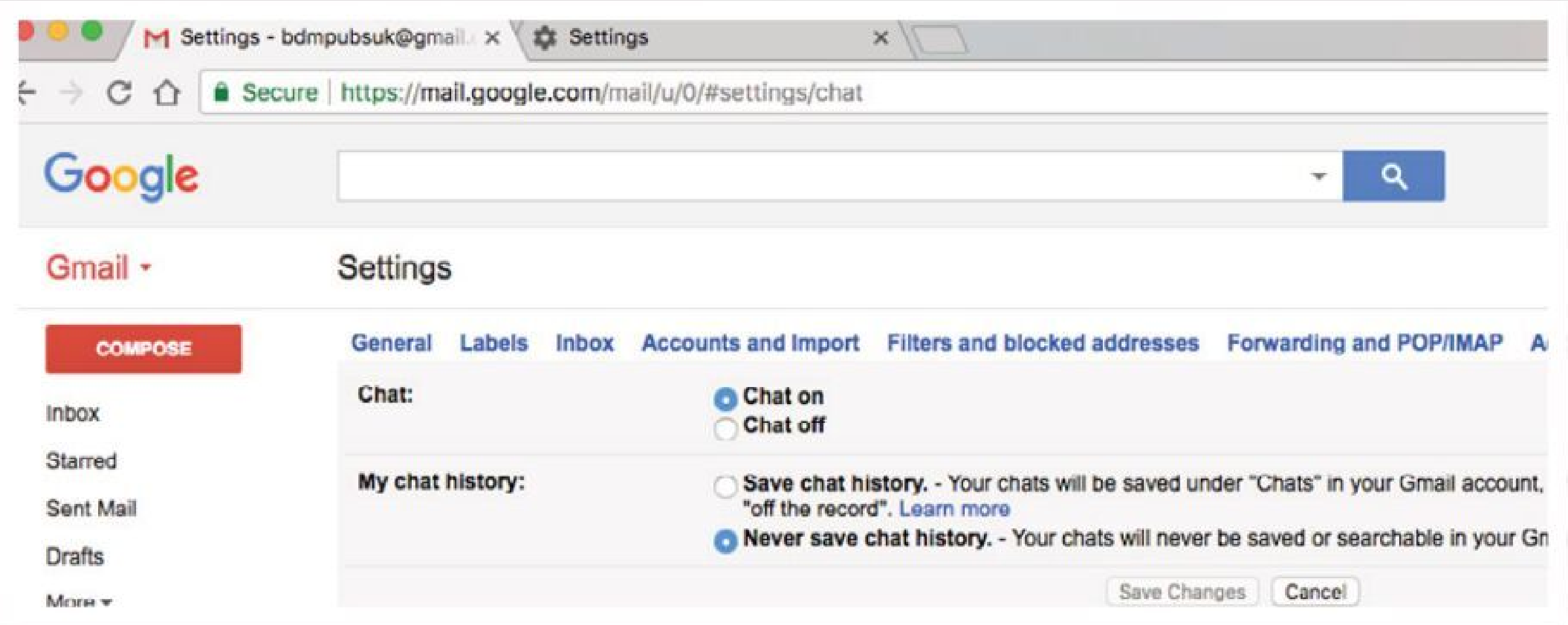
Did you watch any movies recently?

Thor Ragnarok, and Shape of Water. Loved both of them. You?

I am looking forward to Thor, looks fantastic.

Step 6

› By default, Gmail will store a copy of your chats in the chat history label. These are searchable in exactly the same way as emails. If you prefer not to keep a record of your chats, go to Settings > Chat and turn off the option.

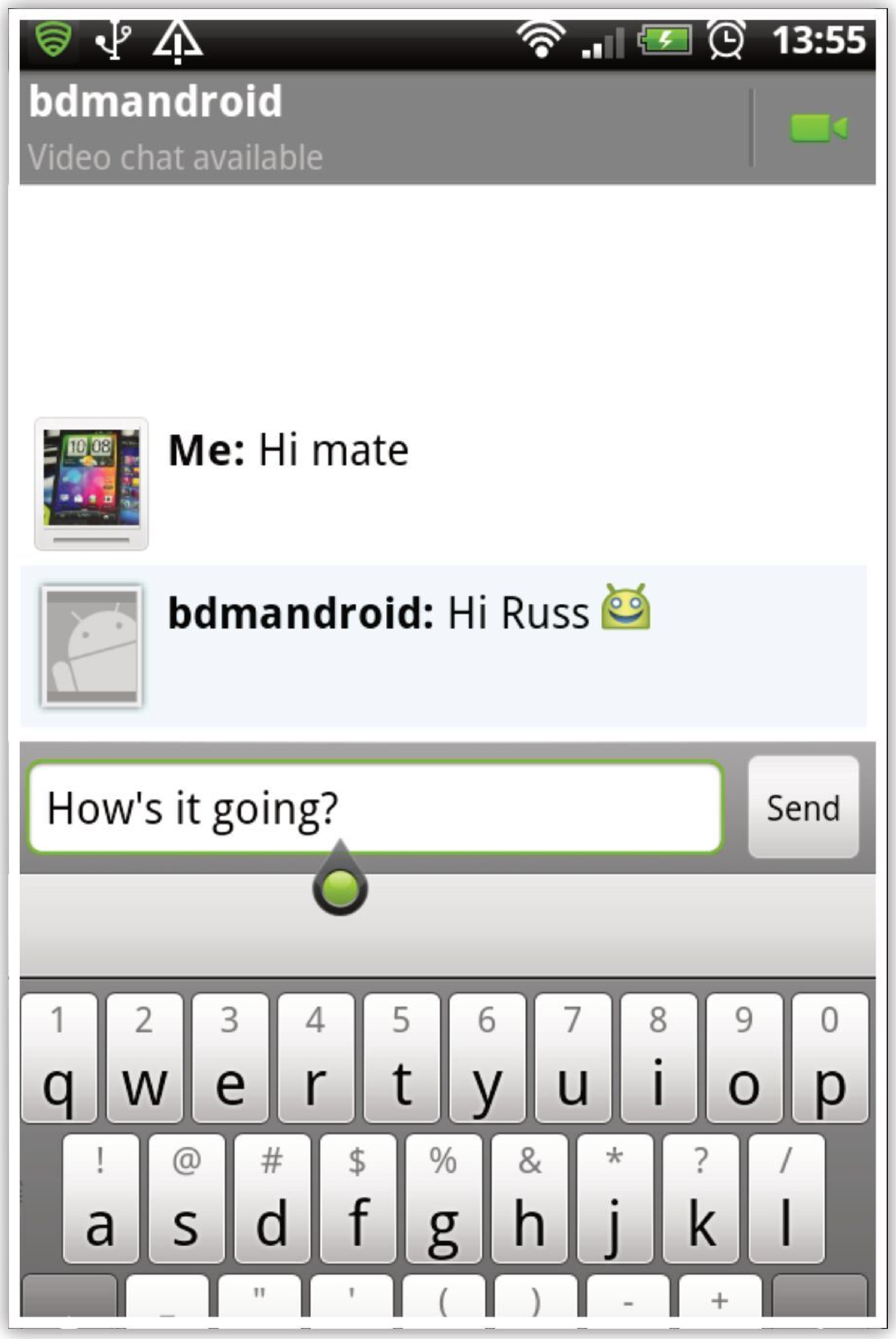

Settings - bdmpubsuk@gmail.
Settings
Secure
https://mail.google.com/mail/u/0/#settings/chat
Google
Gmail
Settings
COMPOSE
Inbox
Starred
Sent Mail
Drafts
More
General
Labels
Inbox
Accounts and Import
Filters and blocked addresses
Forwarding and POP/IMAP
Save Changes
Cancel

Chat: ● Chat on ○ Chat off

My chat history: ○ **Save chat history.** - Your chats will be saved under "Chats" in your Gmail account, "off the record". Learn more
● **Never save chat history.** - Your chats will never be saved or searchable in your Gn

Step 7

› Just as we said previously, you can chat using a variety of Google products. If, for example, you have an Android phone, you will probably also have Google Talk. As long as they use the same Google account, they will share contacts.


13:55
bdmandroid
Video chat available
Send
1 2 3 4 5 6 7 8 9 0
q w e r t y u i o p
! @ # $ % & * ? /
a s d f g h j k l
_ " ' ( ) - +

Me: Hi mate

bdmandroid: Hi Russ

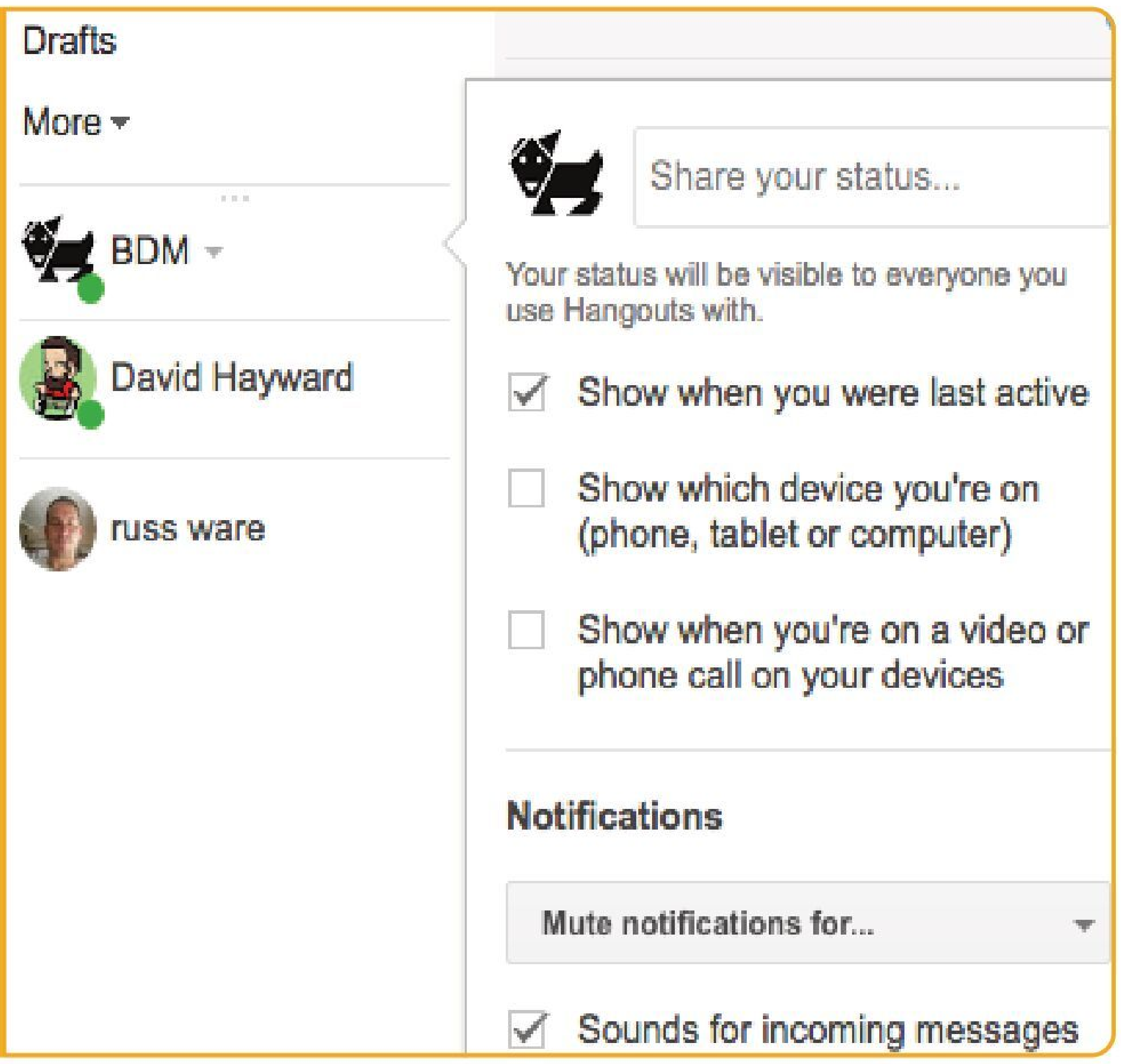
How's it going?

Chat Status

Your chat status controls your availability to chat with your friends. You can manually enter your status which can be viewed by all of your Chat contacts.

To change your status, click the down arrow next to your picture in the Chat list. Select the status you'd like to appear next to your name in your friends' chat lists. By creating a new status message, which appears beneath your name in your contacts chat list, select Custom messages from the status menu.

Your status message can be anything you want, from your favourite quote to a simple note to say you're hard at work or away from the computer. To clear your custom message, click the text under your name in Chat and delete it or select another message from the status drop-down menu.


Drafts
More
BDM
David Hayward
russ ware
Share your status...
Notifications
Mute notifications for...

Your status will be visible to everyone you use Hangouts with.

☑ Show when you were last active

☐ Show which device you're on (phone, tablet or computer)

☐ Show when you're on a video or phone call on your devices

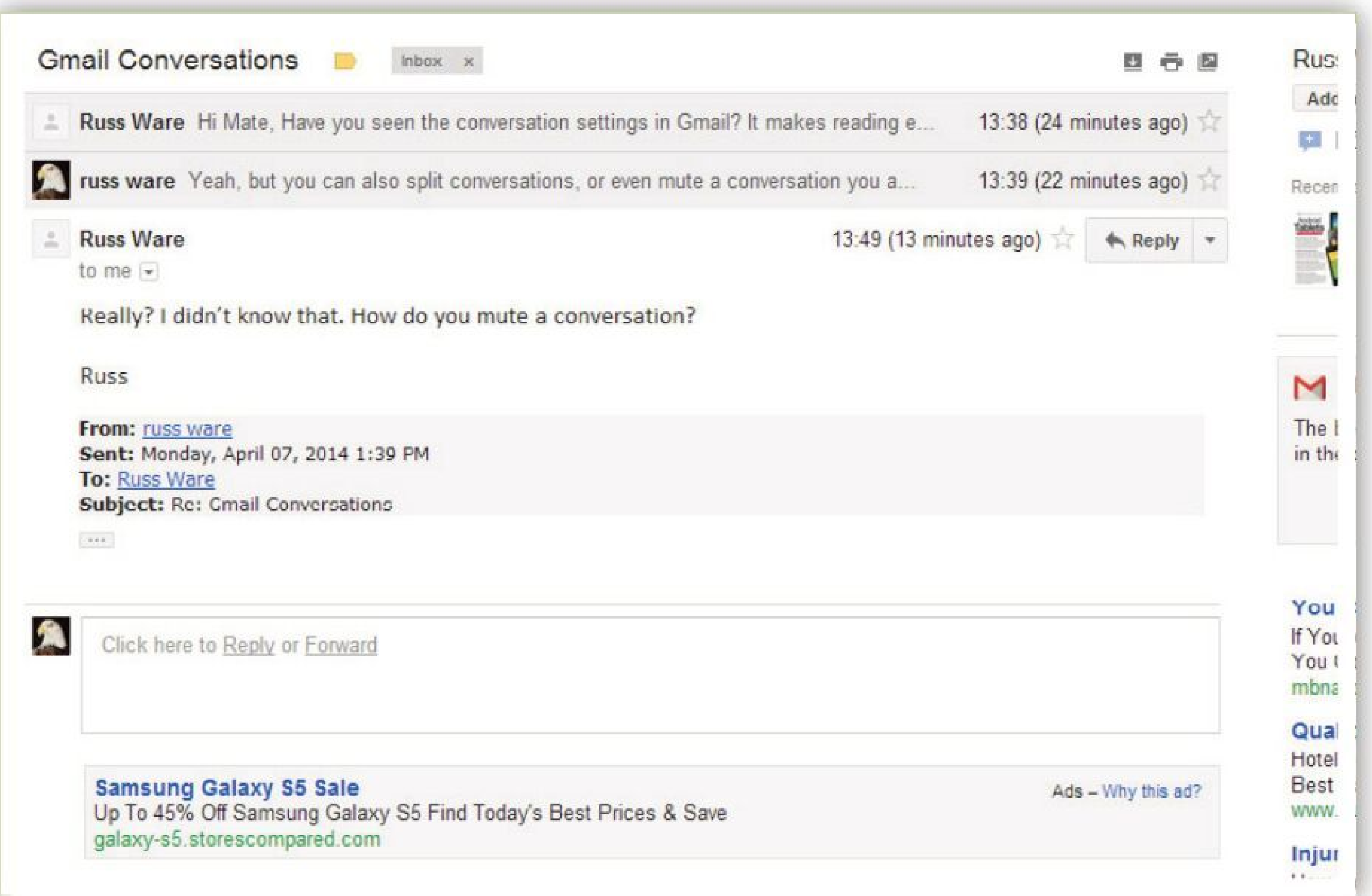
☑ Sounds for incoming messages

How to Use Gmail Conversations

Gmail groups all replies with their original message, creating a single conversation or thread. In Gmail, replies to emails (and replies to those replies) are displayed in one place. Here's how to use Gmail conversations to their best advantage.

Step 1

› When you open one message in a conversation, all of your related messages are stacked neatly on top of each other, called Conversation View. In Conversation View, each new message is stacked on top of the ones that arrived before it, so that the newest message is always the one you see first.



Gmail Conversations Inbox ×

Russ Ware Hi Mate, Have you seen the conversation settings in Gmail? It makes reading e... 13:38 (24 minutes ago)

russ ware Yeah, but you can also split conversations, or even mute a conversation you a... 13:39 (22 minutes ago)

Russ Ware 13:49 (13 minutes ago)
to me

Really? I didn't know that. How do you mute a conversation?

Russ

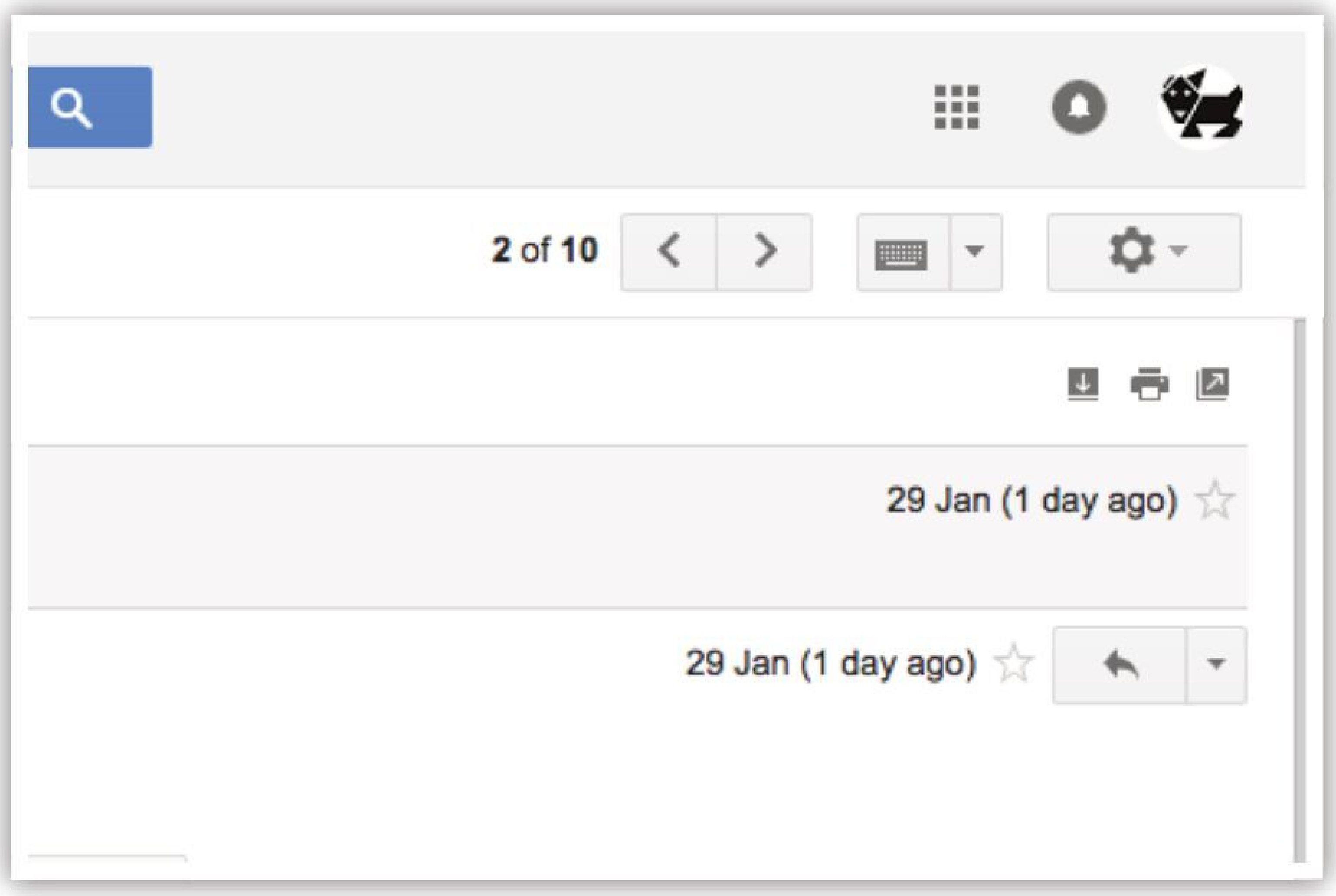
From: russ ware
Sent: Monday, April 07, 2014 1:39 PM
To: Russ Ware
Subject: Re: Gmail Conversations

Click here to Reply or Forward

Samsung Galaxy S5 Sale
Up To 45% Off Samsung Galaxy S5 Find Today's Best Prices & Save
galaxy-s5.storescompared.com

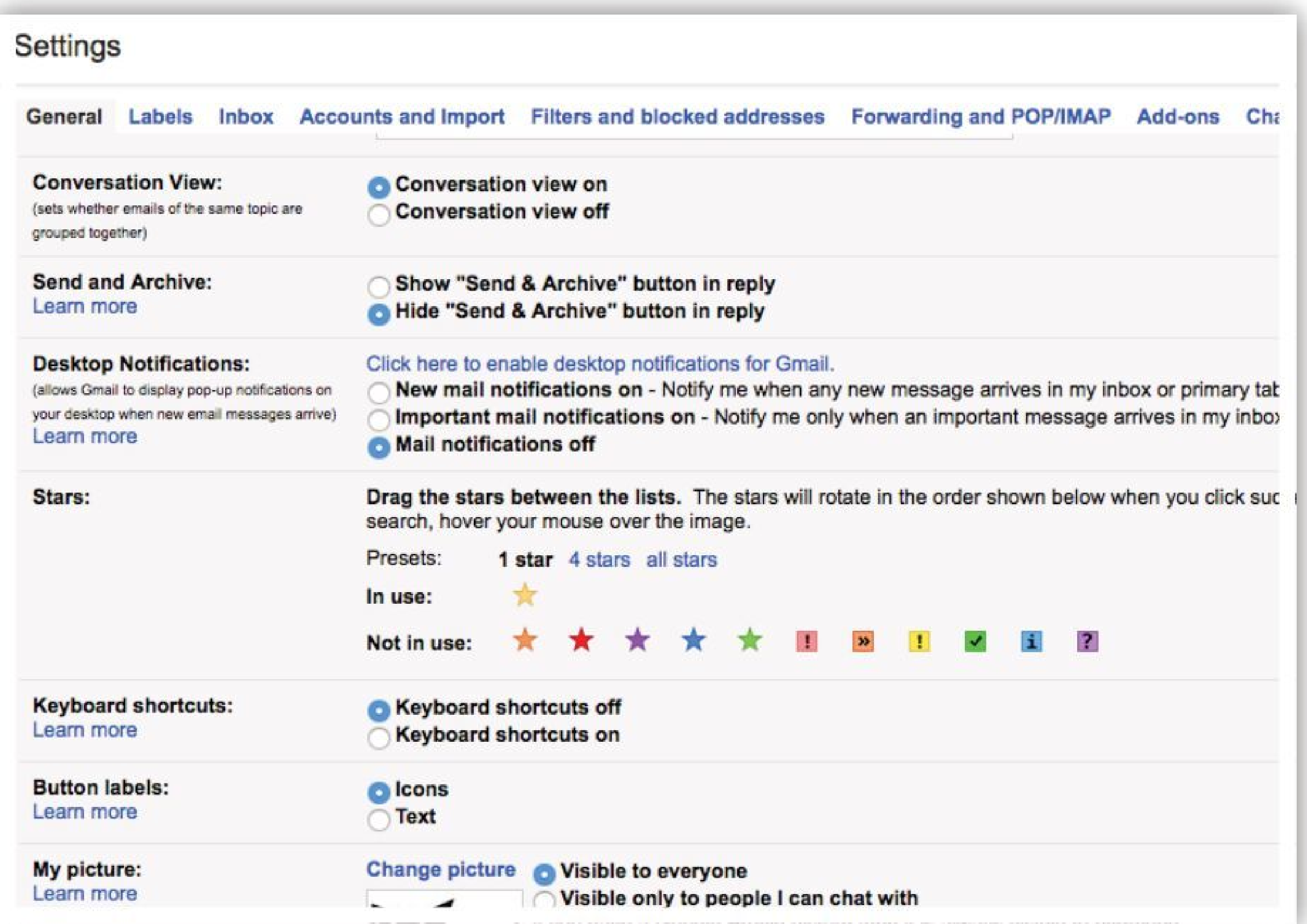
Step 2

› To see all the messages in a conversation, just click the Expand all button. A conversation will break off into a new thread if the subject line of the conversation is changed, or if the conversation reaches over 100 messages.



Step 3

› If you like, you can change this setting so that replies aren't threaded into conversations but appear as individual messages in your inbox. To do so, go to the General tab of your Gmail Settings and check the box next to Conversation view off.



Settings

Conversation View: (sets whether emails of the same topic are grouped together)
● Conversation view on
○ Conversation view off

Send and Archive: Learn more
○ Show "Send & Archive" button in reply
● Hide "Send & Archive" button in reply

Desktop Notifications: (allows Gmail to display pop-up notifications on your desktop when new email messages arrive) Learn more
Click here to enable desktop notifications for Gmail.
○ New mail notifications on - Notify me when any new message arrives in my inbox or primary tab
○ Important mail notifications on - Notify me only when an important message arrives in my inbox
● Mail notifications off

Stars:
Drag the stars between the lists. The stars will rotate in the order shown below when you click suc search, hover your mouse over the image.
Presets: 1 star 4 stars all stars
In use: ★
Not in use: ★ ★ ★ ★ ★ ! » ! ✓ i ?

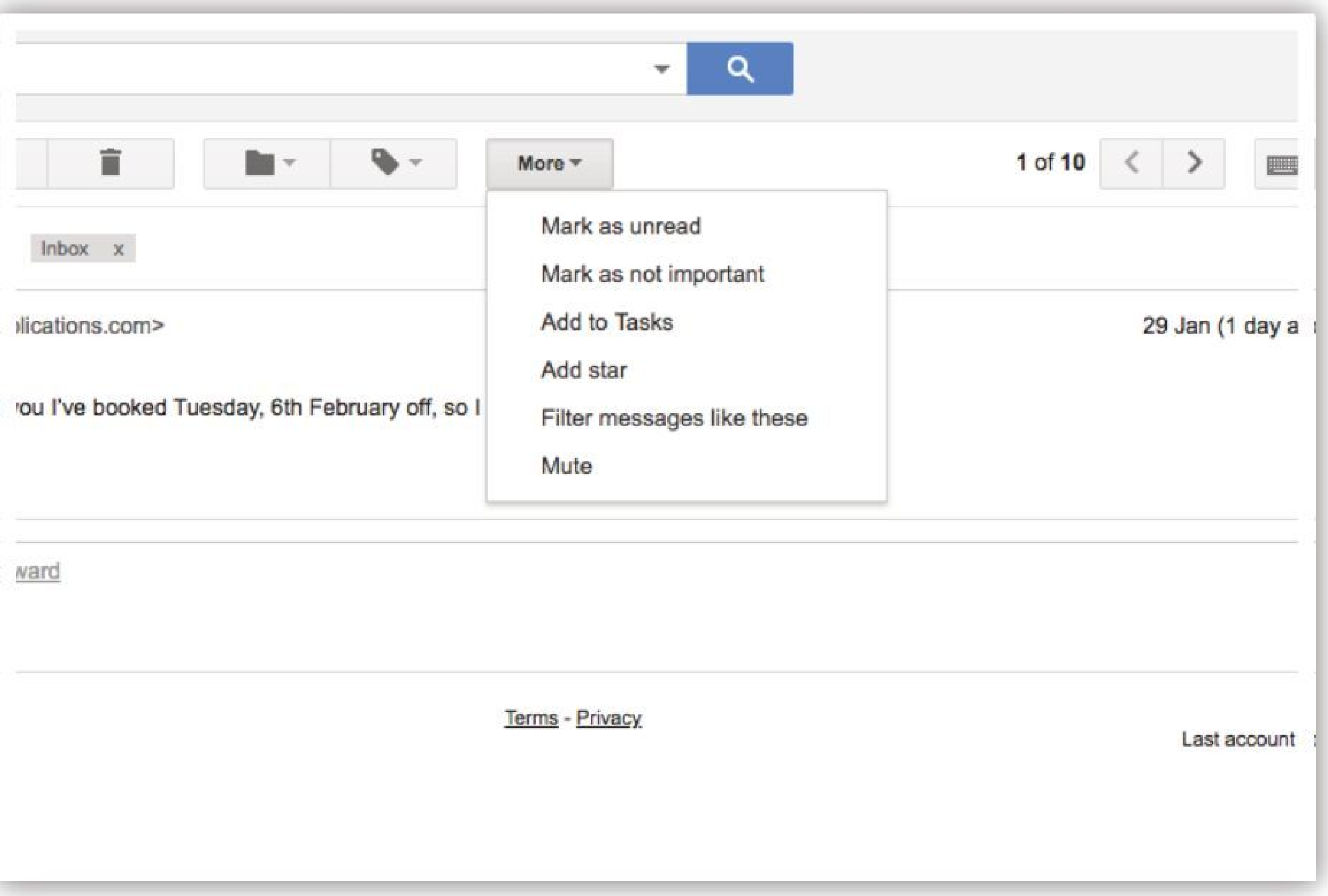
Keyboard shortcuts: Learn more
● Keyboard shortcuts off
○ Keyboard shortcuts on

Button labels: Learn more
● Icons
○ Text

My picture: Learn more
Change picture
● Visible to everyone
○ Visible only to people I can chat with

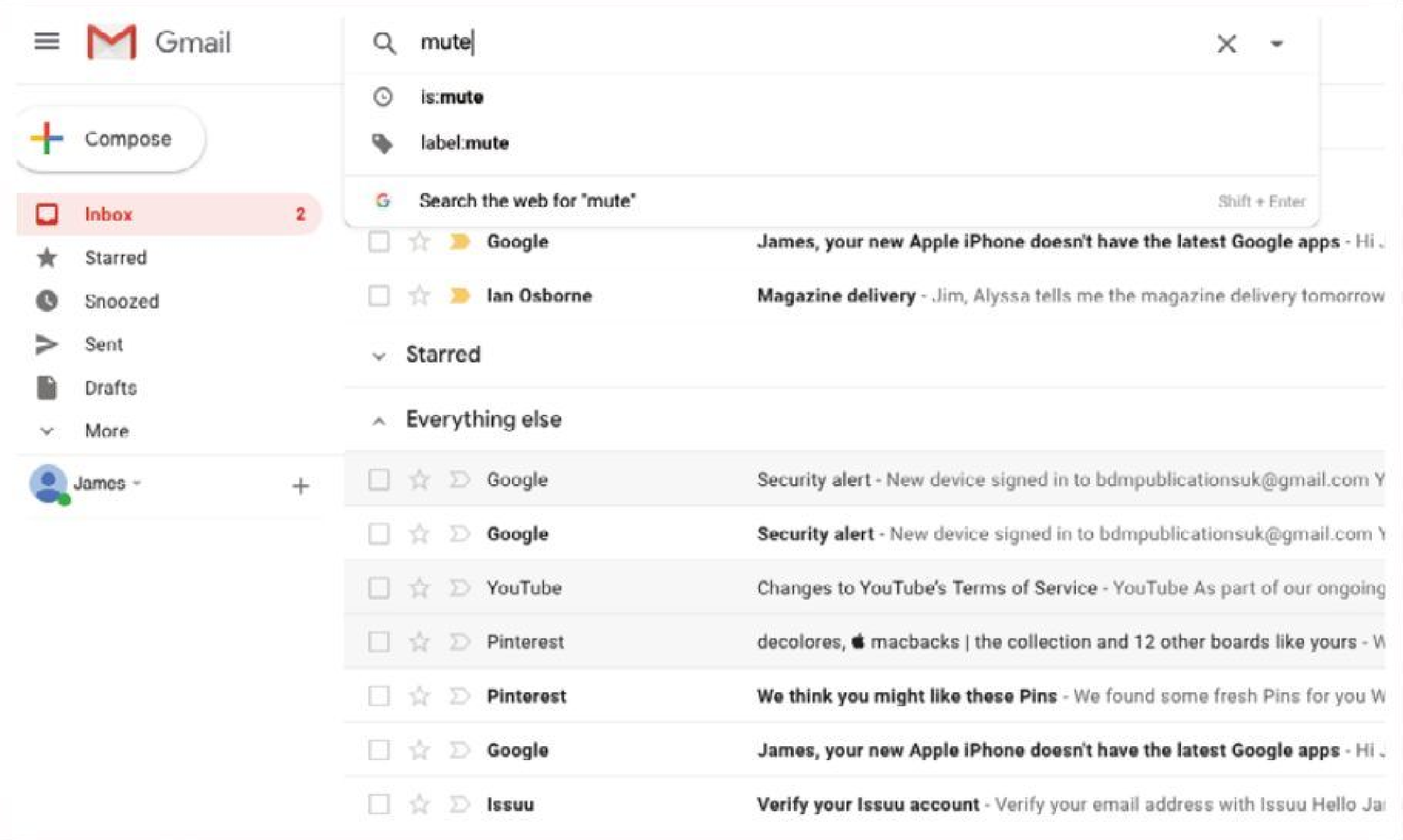
Step 4

› If you're part of a long message conversation that isn't relevant, you can mute the conversation to keep all future additions out of your inbox. Open or select the conversation and click the More button above your messages. Select Mute from the options.



Step 5

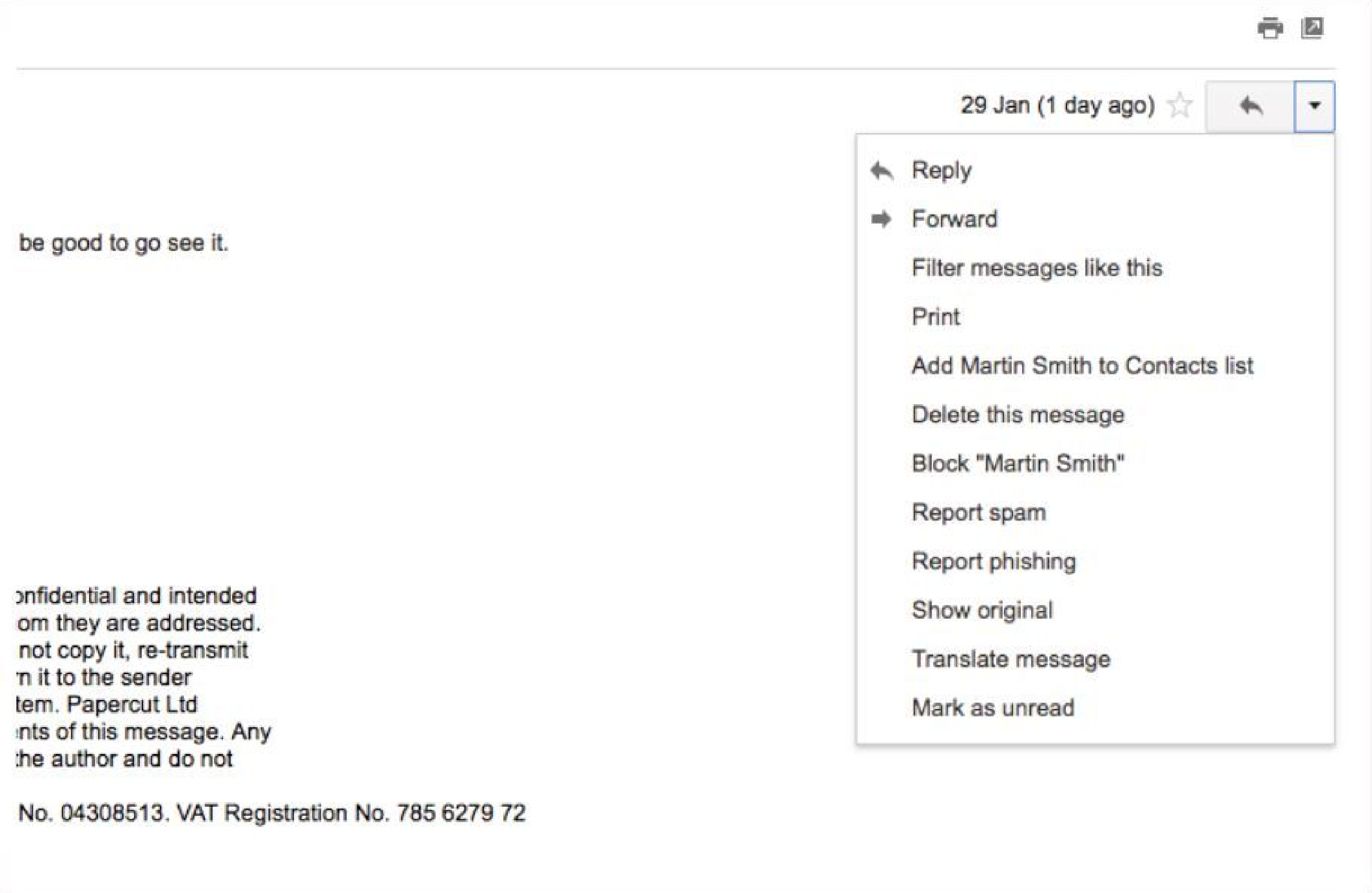
› If you need to find a muted conversation or if you accidentally muted a thread, don't worry. Muted messages are not marked as read and are still searchable. You can type is:muted into your Gmail search box to find all muted conversations.


Gmail
mute
is:mute
label:mute
Search the web for "mute"
Shift + Enter
Compose
Inbox 2
Starred
Snoozed
Sent
Drafts
More
James
Starred
Everything else

Google James, your new Apple iPhone doesn't have the latest Google apps - Hi .
Ian Osborne Magazine delivery - Jim, Alyssa tells me the magazine delivery tomorrow
Google Security alert - New device signed in to bdmpublicationsuk@gmail.com Y
Google Security alert - New device signed in to bdmpublicationsuk@gmail.com Y
YouTube Changes to YouTube's Terms of Service - YouTube As part of our ongoing
Pinterest decolores, macbacks | the collection and 12 other boards like yours - W
Pinterest We think you might like these Pins - We found some fresh Pins for you W
Google James, your new Apple iPhone doesn't have the latest Google apps - Hi .
Issuu Verify your Issuu account - Verify your email address with Issuu Hello Ja

Step 6

› Conversation View in Gmail can be confusing at times. To make things clearer and focus on a single reply, you can open a single email from a conversation string. To do this, open the Conversation and click on the top-right options Arrow (next to the Reply button).


29 Jan (1 day ago)
Reply
Forward
Filter messages like this
Print
Add Martin Smith to Contacts list
Delete this message
Block "Martin Smith"
Report spam
Report phishing
Show original
Translate message
Mark as unread

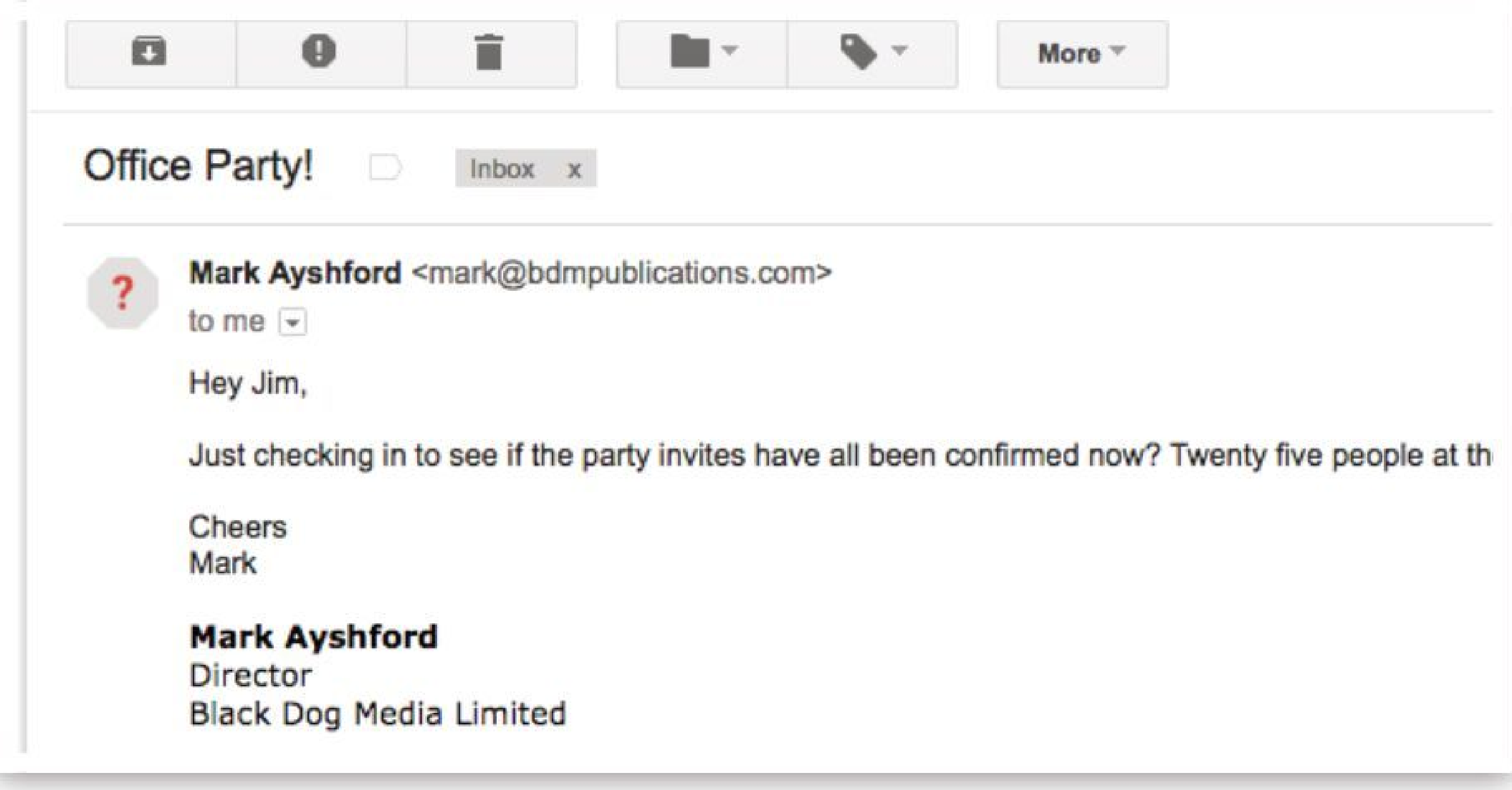
be good to go see it.

ɔnfidential and intended
om they are addressed.
not copy it, re-transmit
ʼn it to the sender
tem. Papercut Ltd
ɪnts of this message. Any
ːhe author and do not

No. 04308513. VAT Registration No. 785 6279 72

Step 7

› From the menu choose Print. This will open a single email in a new tab or window. Close the print dialog window or press escape. The tab stays open so you can refer to the email and keep it open. To open a whole email conversation in a new tab, press Ctrl when you click on the email.


More
Inbox x

Office Party!

Mark Ayshford <mark@bdmpublications.com>
to me

Hey Jim,

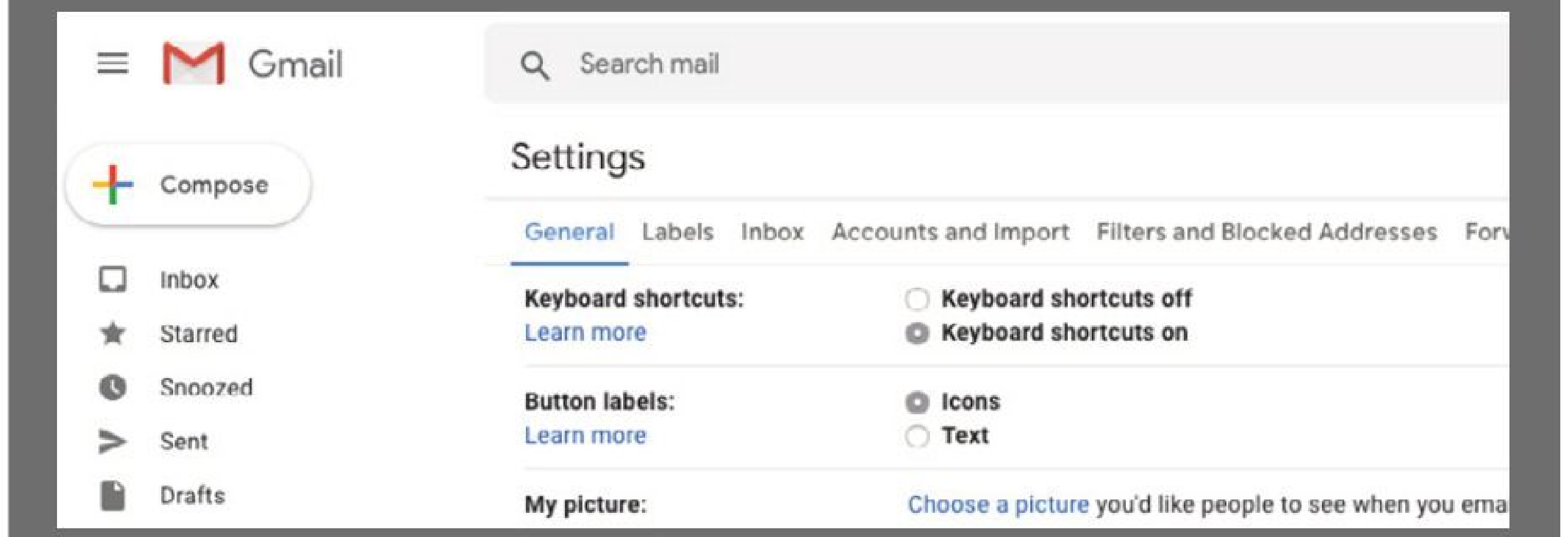
Just checking in to see if the party invites have all been confirmed now? Twenty five people at th

Cheers
Mark

Mark Ayshford
Director
Black Dog Media Limited

Using Gmail Keyboard Shortcuts

As you become more accustomed to Gmail and its many features, the use of keyboard shorts will vastly increase your productivity and make your Gmail user experience far easier.


Gmail
Search mail
Compose
Inbox
Starred
Snoozed
Sent
Drafts
Settings
General
Labels
Inbox
Accounts and Import
Filters and Blocked Addresses
Forv

Keyboard shortcuts: ○ Keyboard shortcuts off ● Keyboard shortcuts on
Learn more
Button labels: ● Icons ○ Text
Learn more
My picture: Choose a picture you'd like people to see when you ema

How to turn on Gmail keyboard shortcuts

Click the gear in the top right corner of Gmail and, from there, select the Settings link. Then click on General, scroll down to the Keyboard shortcuts section and switch them on. Finally, select Save Changes at the bottom of the page.

Gmail Keyboard Shortcuts

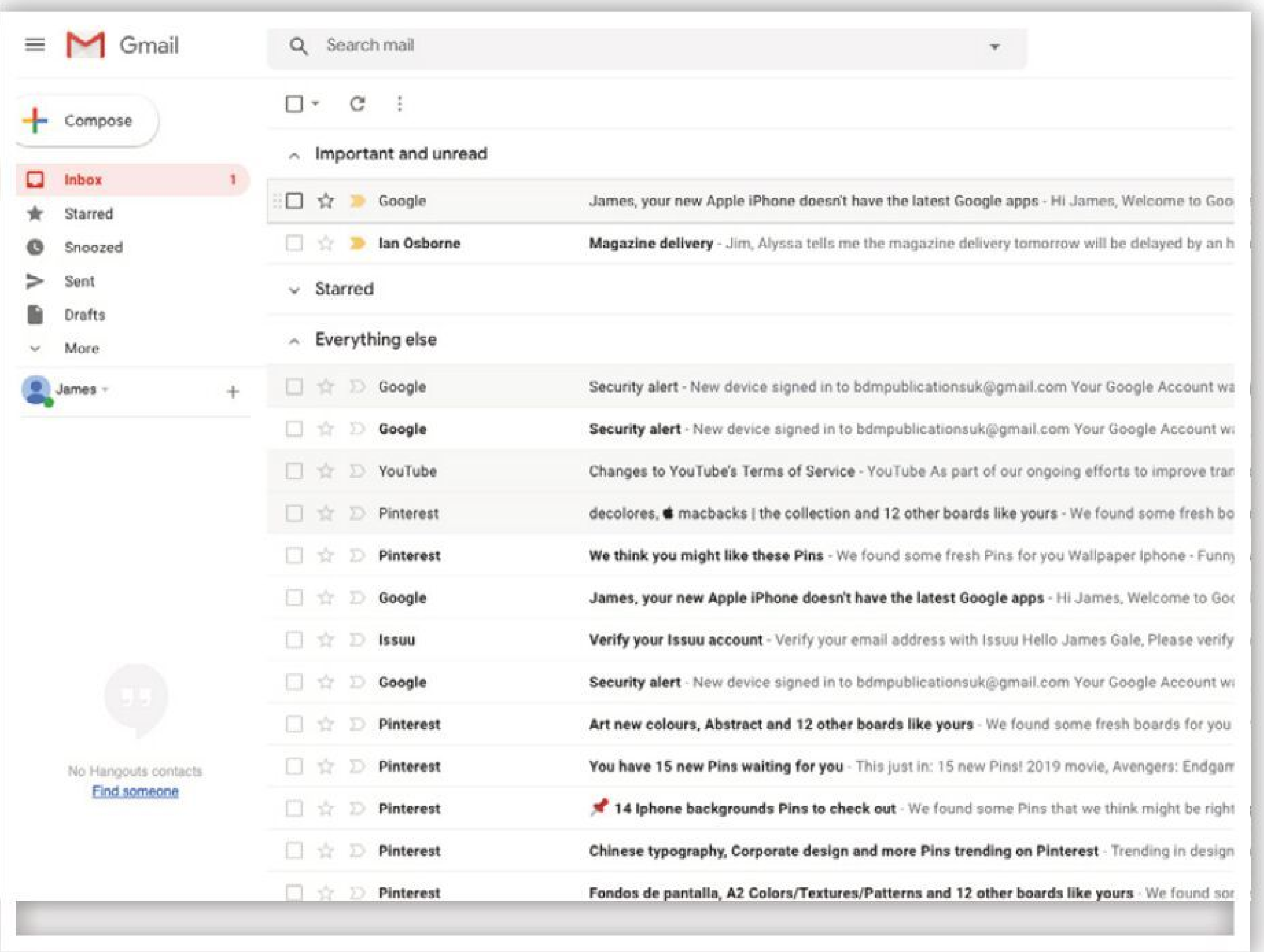
Shift + Esc:	Focus on the main window
Esc:	Focus on the latest chat or compose
Ctrl/Cmd +.:	Advance to next chat or compose
Ctrl +,:	Advance to previous chat or compose
Ctrl/Cmd + Enter :	Send
Ctrl/Cmd + Shift + c :	Add Cc recipients
Ctrl/Cmd + Shift + b:	Add Bcc recipients
Ctrl/Cmd + Shift + f:	Access custom from
Ctrl/Cmd + Shift + d:	Discard draft
Ctrl/Cmd + k:	Insert a link
Ctrl/Cmd + ; :	Go to previous misspelled word
Ctrl/Cmd + ‘ :	Go to next misspelled word
Ctrl/Cmd + Shift + ‘ :	Open spelling suggestions
Ctrl/Cmd + Alt + . :	Go to next section
Ctrl/Cmd + Alt + , :	Go to previous section
Ctrl/Cmd + z :	Undo
Ctrl/Cmd + y :	Redo
Ctrl/Cmd + Shift + - :	Decrease text size
Ctrl/Cmd + Shift + + :	Increase text size
Ctrl/Cmd + b :	Bold text
Ctrl/Cmd + i :	Italics text
Ctrl/Cmd + u :	Underline text
Ctrl/Cmd + Shift + 8:	Bulleted list
Ctrl/Cmd + Shift + 9:	Quote
Ctrl/Cmd + Shift + l :	Align text left
Ctrl/Cmd + Shift + e :	Align text centre
Ctrl/Cmd + Shift + r:	Align text right
Ctrl/Cmd + Shift + x:	Strikethrough
Ctrl/Cmd + \:	Remove formatting
g + I:	Go to InBox
g + t:	Go to Sent messages
g + d:	Go to Drafts
g + c:	Go to Contacts
g + k:	Go to Tasks

Create Tasks from Gmail

One of the most useful planning tools Gmail includes is the ability to create tasks from any message you receive. This tutorial will show you how to use this little known feature of the Gmail application to its full potential.

Step 1

❱ Open Gmail on your computer and find the email you want to create the task from. Open the email or select it by checking the box next to it in the main inbox list. Both actions will bring up several new options along the top of the email pane.


Gmail
Search mail
Compose
Inbox 1
Starred
Snoozed
Sent
Drafts
More
James
No Hangouts contacts
Find someone

Important and unread

Google	James, your new Apple iPhone doesn't have the latest Google apps - Hi James, Welcome to Goo
Ian Osborne	Magazine delivery - Jim, Alyssa tells me the magazine delivery tomorrow will be delayed by an h

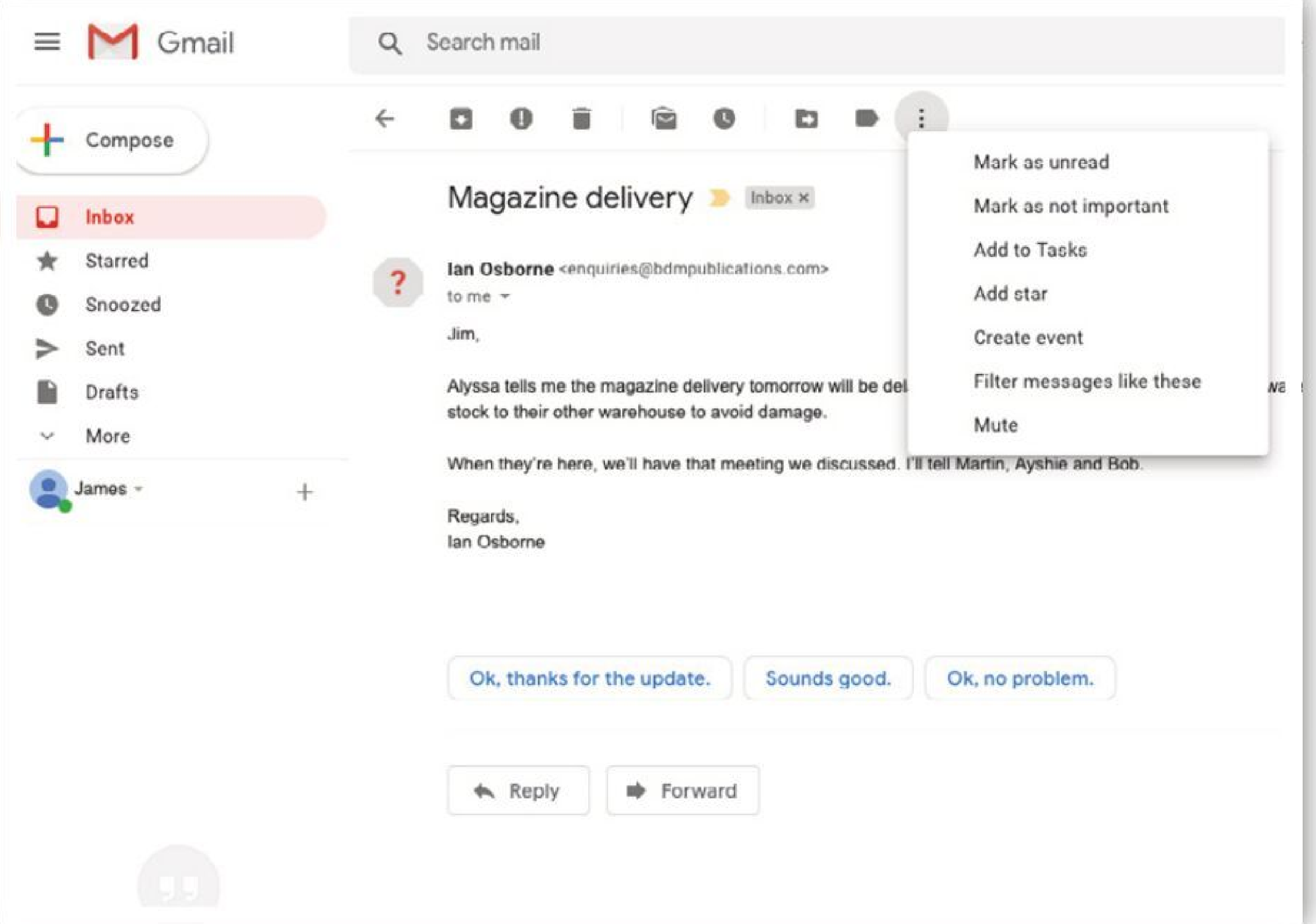
Starred

Everything else

Google	Security alert - New device signed in to bdmpublicationsuk@gmail.com Your Google Account wa
Google	Security alert - New device signed in to bdmpublicationsuk@gmail.com Your Google Account wa
YouTube	Changes to YouTube's Terms of Service - YouTube As part of our ongoing efforts to improve tran
Pinterest	decolores, macbacks | the collection and 12 other boards like yours - We found some fresh bo
Pinterest	We think you might like these Pins - We found some fresh Pins for you Wallpaper Iphone - Funny
Google	James, your new Apple iPhone doesn't have the latest Google apps - Hi James, Welcome to Goo
Issuu	Verify your Issuu account - Verify your email address with Issuu Hello James Gale, Please verify
Google	Security alert - New device signed in to bdmpublicationsuk@gmail.com Your Google Account wa
Pinterest	Art new colours, Abstract and 12 other boards like yours - We found some fresh boards for you
Pinterest	You have 15 new Pins waiting for you - This just in: 15 new Pins! 2019 movie, Avengers: Endgam
Pinterest	📌 14 Iphone backgrounds Pins to check out - We found some Pins that we think might be right
Pinterest	Chinese typography, Corporate design and more Pins trending on Pinterest - Trending in design
Pinterest	Fondos de pantalla, A2 Colors/Textures/Patterns and 12 other boards like yours - We found sor

Step 2

❱ Click the More button at the top and then click Add to Tasks. You can also use Shift-T. When you do this a tasks list panel will appear in the bottom right corner of Gmail. Any tasks you have added, from any source, will be listed here.


Gmail
Search mail
Compose
Inbox
Starred
Snoozed
Sent
Drafts
More
James
Mark as unread
Mark as not important
Add to Tasks
Add star
Create event
Filter messages like these
Mute
Ok, thanks for the update.
Sounds good.
Ok, no problem.
Reply
Forward

Magazine delivery Inbox ×

Ian Osborne <enquiries@bdmpublications.com>
to me

Jim,

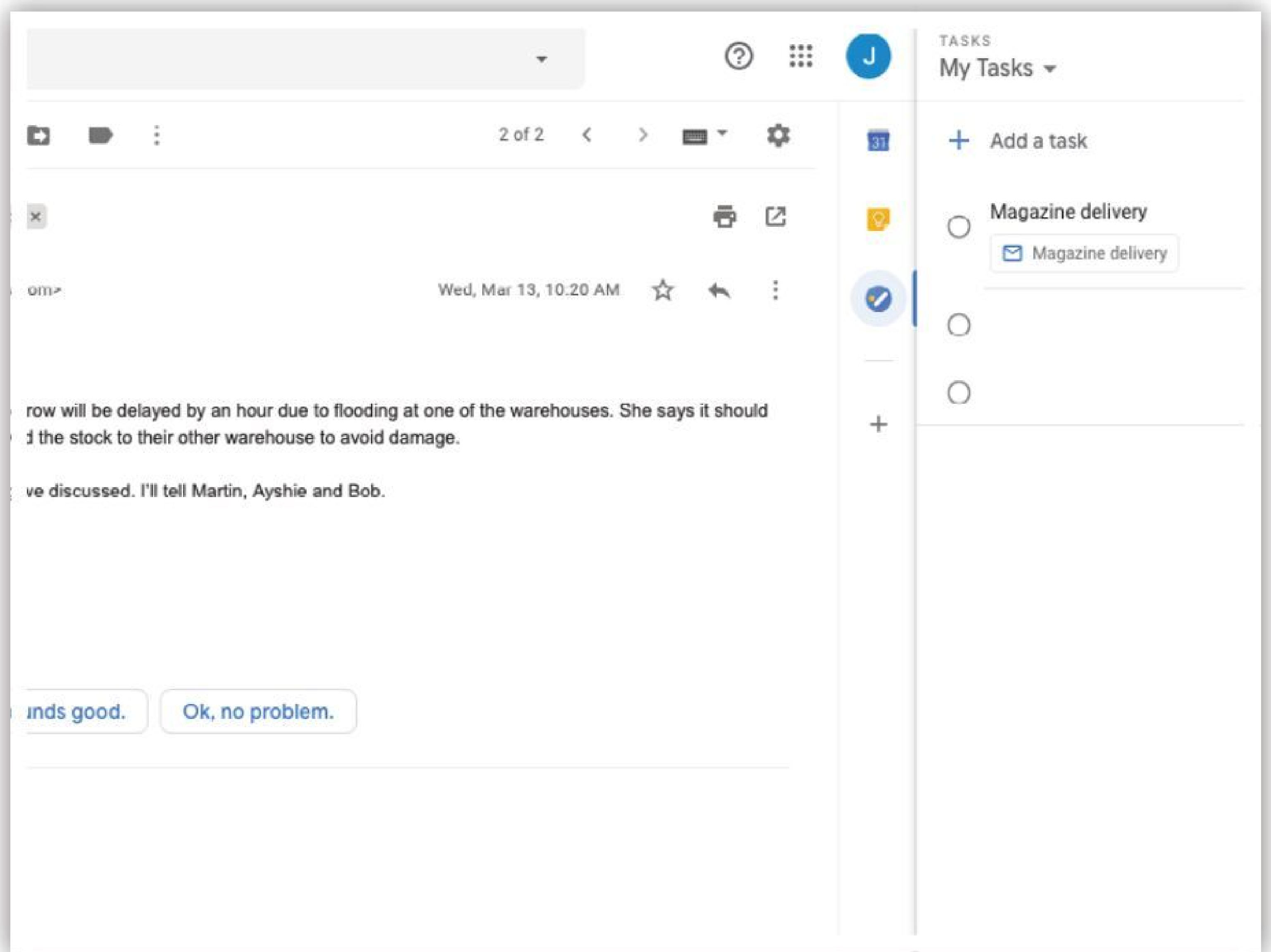
Alyssa tells me the magazine delivery tomorrow will be del
stock to their other warehouse to avoid damage.

When they're here, we'll have that meeting we discussed. I'll tell Martin, Ayshie and Bob.

Regards,
Ian Osborne

Step 3

❱ The latest task will be shown at the top, labelled using the subject of the email. Click on the arrow next to the task title and you can change details such as the due date, add notes and move it to a different task list if you have one.


TASKS
My Tasks
Add a task
2 of 2
Magazine delivery
ınds good.
Ok, no problem.

○ Magazine delivery

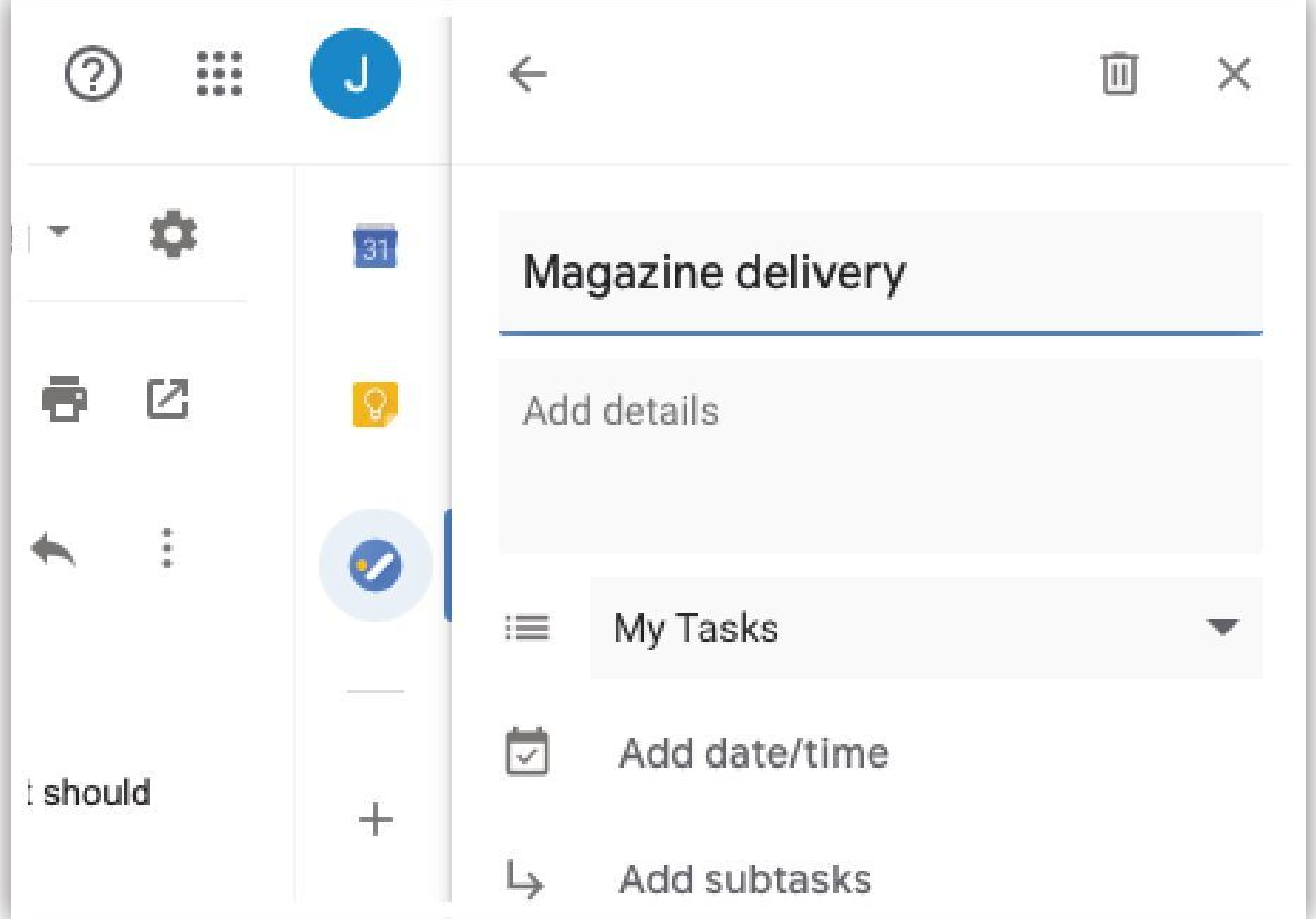
Wed, Mar 13, 10:20 AM

row will be delayed by an hour due to flooding at one of the warehouses. She says it should
d the stock to their other warehouse to avoid damage.

ve discussed. I'll tell Martin, Ayshie and Bob.

Step 4

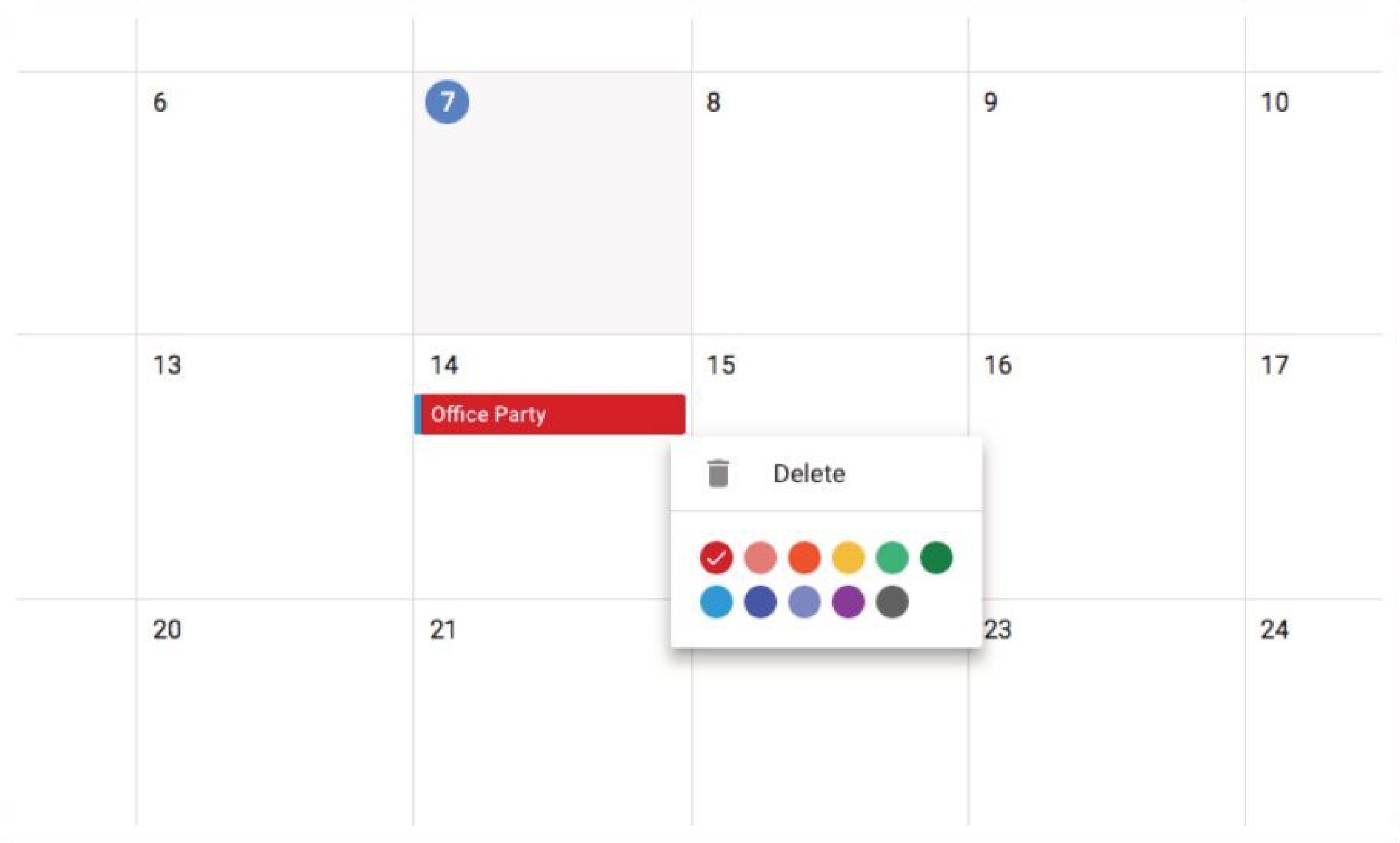
❱ To show a task as completed in the list, check the box next to it. The task will stay in the list as a reminder. If you want to remove a task from the list, select it and click the trash icon at the bottom of the Tasks pane. Once a task is removed, it cannot be restored.


J
31
t should
Add details
My Tasks
Add date/time
Add subtasks

Magazine delivery

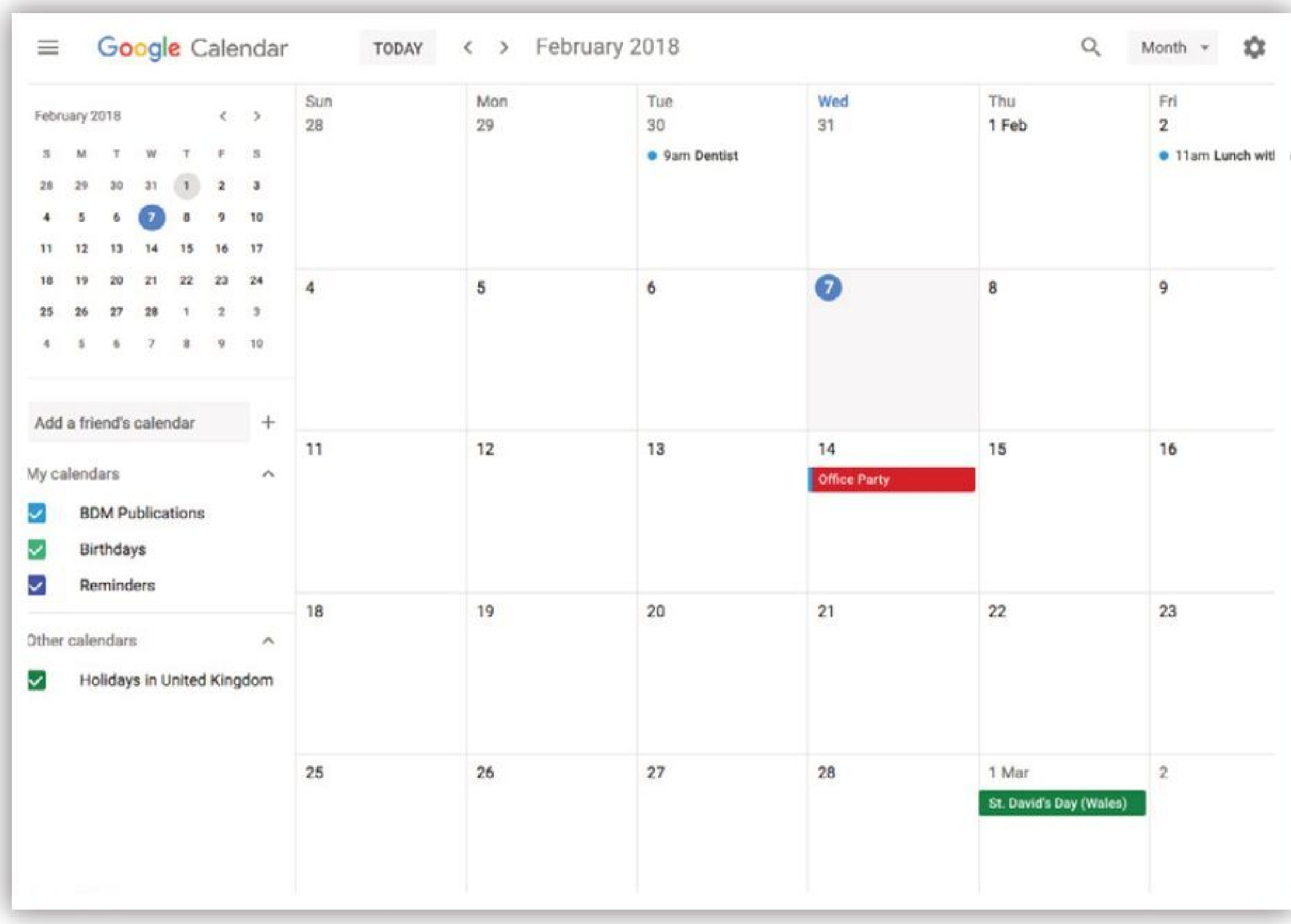
Step 5

❱ Once you add a due date to a created task, it will appear in your Google Calendar on that date. If you go into Calendar and can't see the task, make sure that the Tasks option is highlighted in the left-hand sidebar. You can change the colour of shown tasks using the drop down menu.


6
7
8
9
10
13
14
Office Party
15
16
17
Delete
20
21
23
24

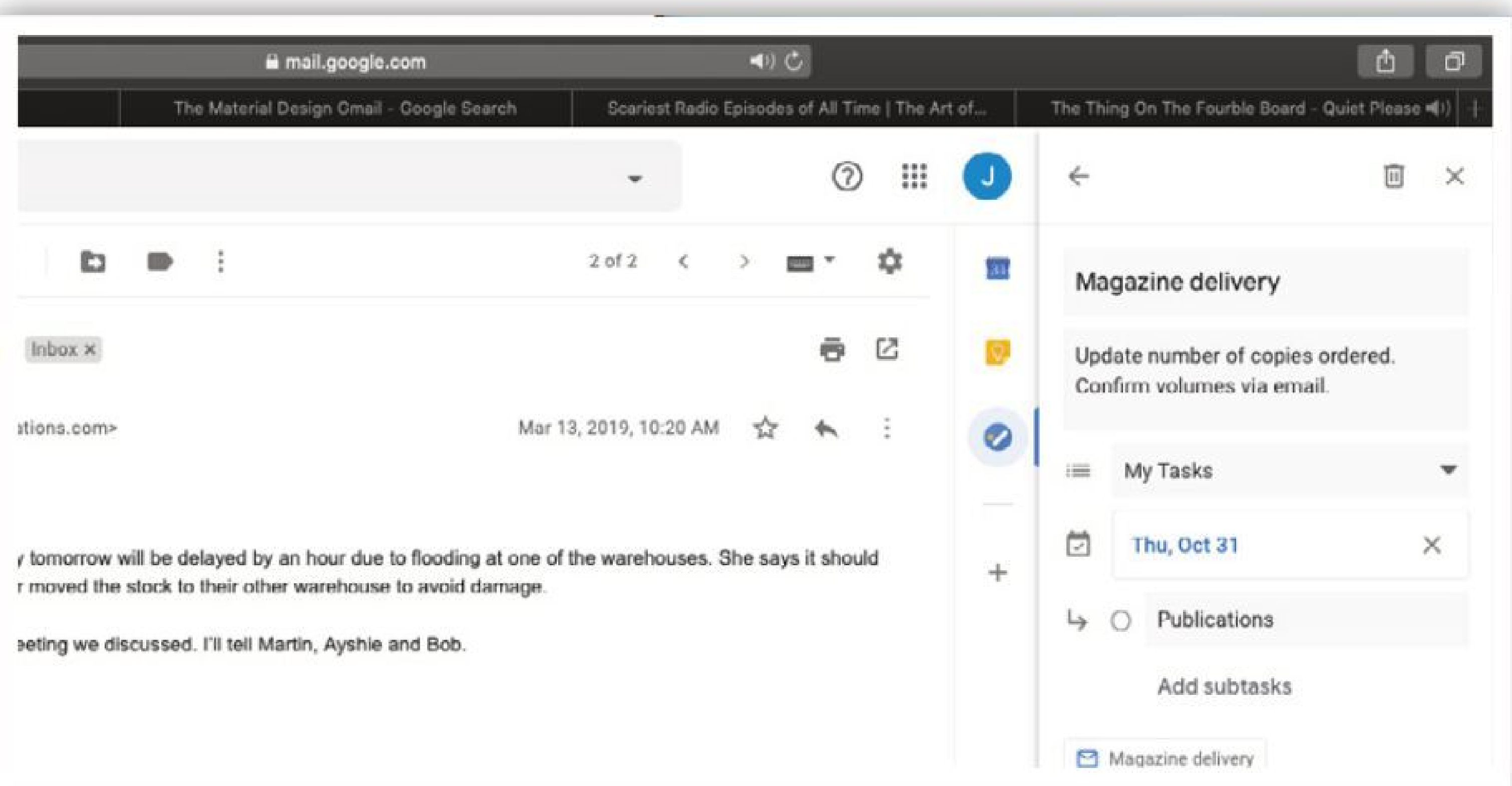
Step 6

❱ When the Tasks option is selected in Calendar, a new sidebar will open on the right to show all tasks. You can manage tasks from here or from in the main Calendar panel. If you don't want the sidebar to be displayed, click the X to close it.


Google Calendar
TODAY
February 2018
Month
February 2018
Sun
Mon
Tue
Wed
Thu
Fri
9am Dentist
11am Lunch wit
Add a friend's calendar
My calendars
BDM Publications
Birthdays
Reminders
Other calendars
Holidays in United Kingdom
Office Party
St. David's Day (Wales)

Step 7

❱ Once you have created a task from an email, go back to the Tasks panel in Gmail where you can add additional tasks as part of that main task. To show that the task is a sub-task, you can indent it. Click anywhere in the tasks panel and hit Enter to add a task.


mail.google.com
The Material Design Gmail - Google Search
Scariest Radio Episodes of All Time | The Art of...
The Thing On The Fourble Board - Quiet Please
2 of 2
Inbox ×
J

ıtions.com>

Mar 13, 2019, 10:20 AM

y tomorrow will be delayed by an hour due to flooding at one of the warehouses. She says it should
r moved the stock to their other warehouse to avoid damage.

eeting we discussed. I'll tell Martin, Ayshie and Bob.

Magazine delivery

Update number of copies ordered.
Confirm volumes via email.

My Tasks

Thu, Oct 31

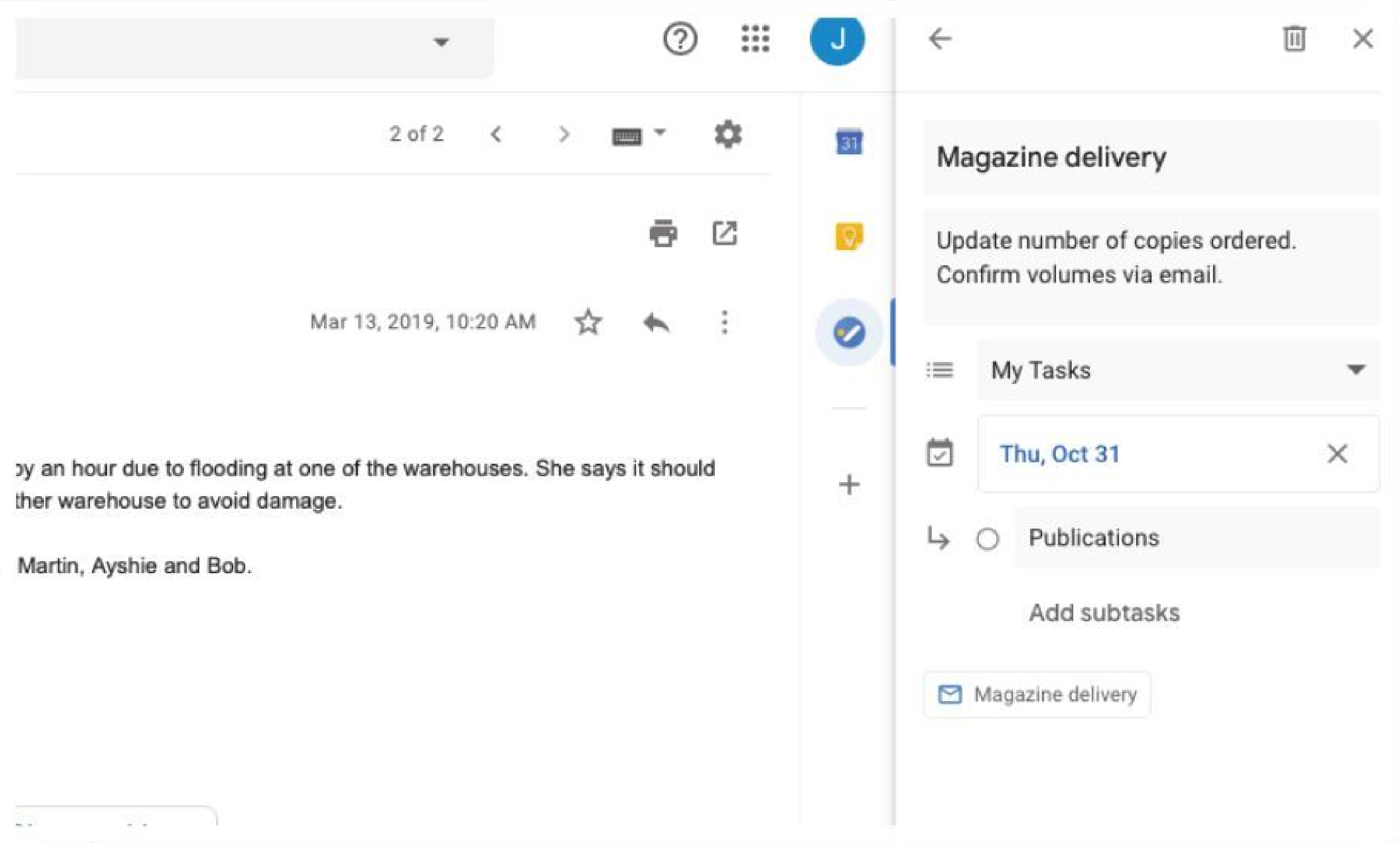
○ Publications

Add subtasks

Magazine delivery

Step 8

❱ Select the new task and type a title. Like any other task, you can use the arrow to go in and set a due date and notes. Go back to the list and highlight the sub-task. Click Actions and then select Indent. The title will indent, showing that it is part of the task above it.



Mar 13, 2019, 10:20 AM

ɔy an hour due to flooding at one of the warehouses. She says it should
ther warehouse to avoid damage.

Martin, Ayshie and Bob.

Magazine delivery

Update number of copies ordered.
Confirm volumes via email.

My Tasks

Thu, Oct 31

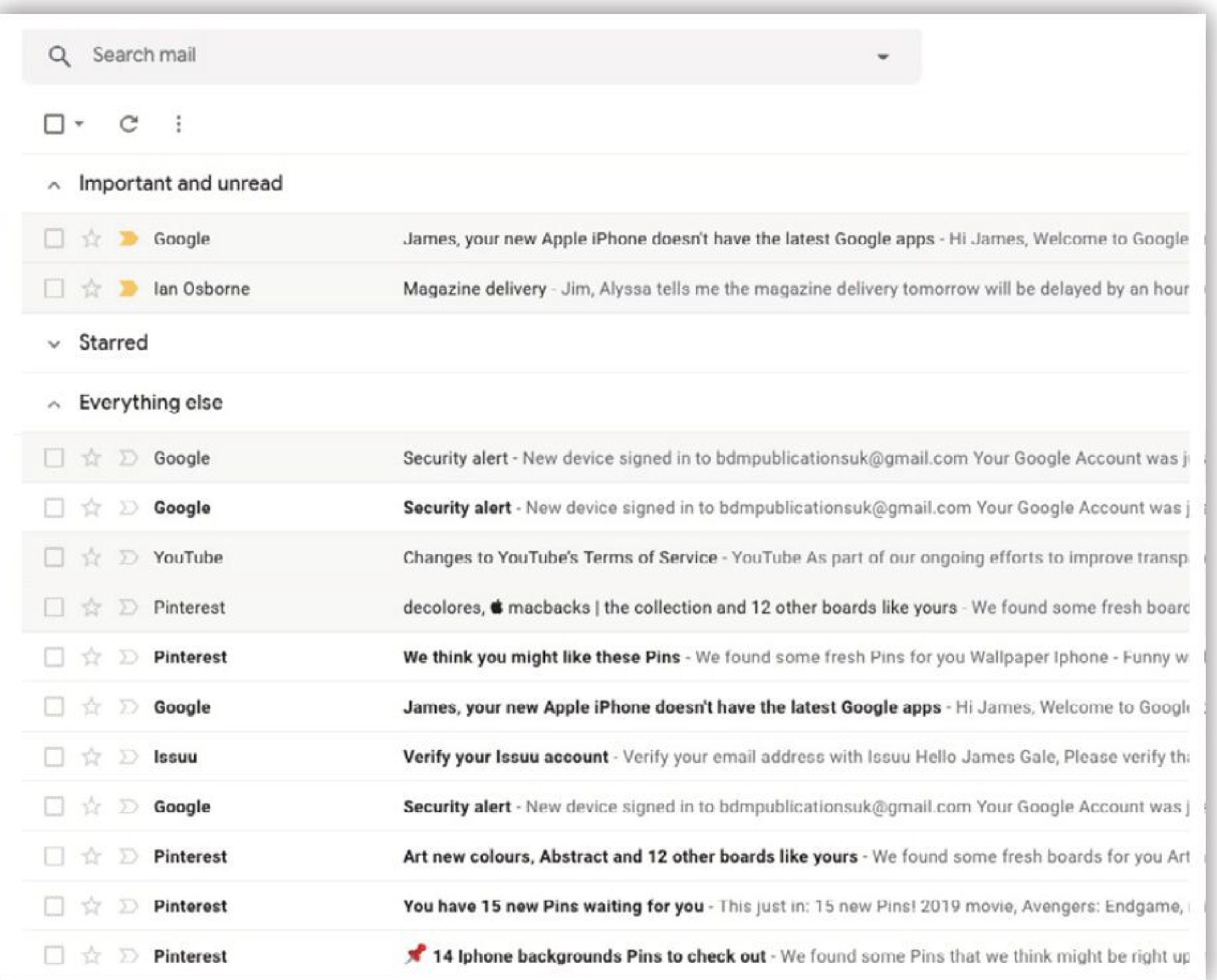
○ Publications

Add subtasks

Magazine delivery

Step 9

❱ To remove an email association from a to-do item in Gmail Tasks, highlight the desired task (click anywhere in its title, for example). Press Shift-Enter and then click the X next to Related email option. Once the related email is removed, it can't be added again.


Search mail

Important and unread

☐ ☆ Google James, your new Apple iPhone doesn't have the latest Google apps - Hi James, Welcome to Google
☐ ☆ Ian Osborne Magazine delivery - Jim, Alyssa tells me the magazine delivery tomorrow will be delayed by an hour

Starred

Everything else

☐ ☆ Google Security alert - New device signed in to bdmpublicationsuk@gmail.com Your Google Account was j
☐ ☆ Google **Security alert** - New device signed in to bdmpublicationsuk@gmail.com Your Google Account was j
☐ ☆ YouTube Changes to YouTube's Terms of Service - YouTube As part of our ongoing efforts to improve transp
☐ ☆ Pinterest decolores, macbacks | the collection and 12 other boards like yours - We found some fresh boarc
☐ ☆ **Pinterest** **We think you might like these Pins** - We found some fresh Pins for you Wallpaper Iphone - Funny w
☐ ☆ **Google** **James, your new Apple iPhone doesn't have the latest Google apps** - Hi James, Welcome to Googl
☐ ☆ **Issuu** **Verify your Issuu account** - Verify your email address with Issuu Hello James Gale, Please verify th
☐ ☆ **Google** **Security alert** - New device signed in to bdmpublicationsuk@gmail.com Your Google Account was j
☐ ☆ **Pinterest** **Art new colours, Abstract and 12 other boards like yours** - We found some fresh boards for you Art
☐ ☆ **Pinterest** **You have 15 new Pins waiting for you** - This just in: 15 new Pins! 2019 movie, Avengers: Endgame,
☐ ☆ **Pinterest** 📌 **14 Iphone backgrounds Pins to check out** - We found some Pins that we think might be right up

Tasks Shortcuts

Using the following keyboard shortcuts can speed up the processes above.

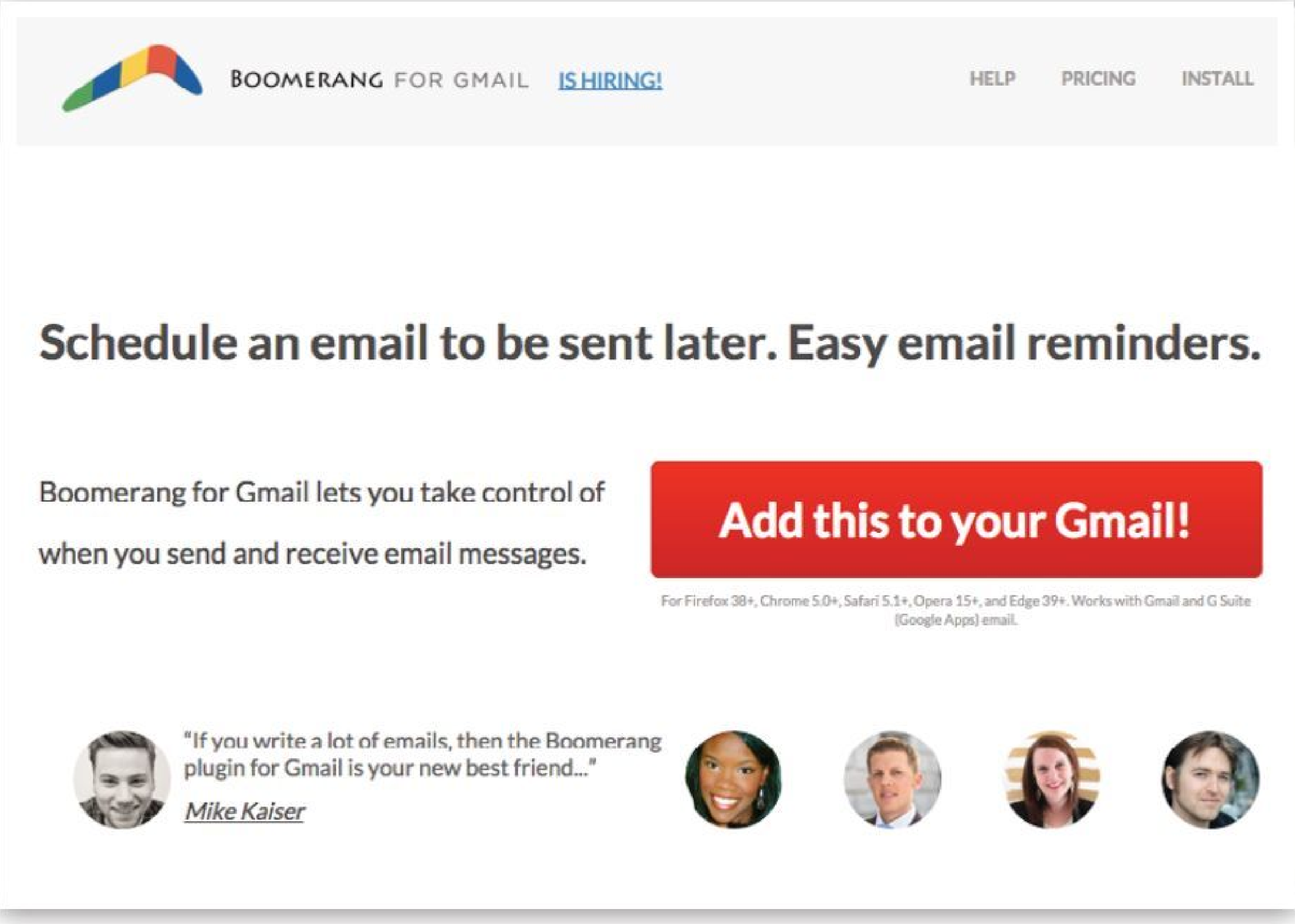
Shift + Enter: Enters task detail view
Esc: Exits task detail view
Space: Marks a task complete or incomplete
Enter: Enters inline edit mode
Backspace: Deletes a task
Alt + Up: Moves selected task up
Alt + Down: Moves selected task down

Schedule Your Gmail Messages

With an additional bit of software, Gmail can be set up to send specific emails at scheduled times. This is particularly useful if you are sending emails to recipients in different time zones.

Step 1

The first thing you need to do is download and install the Boomerang software for Gmail. Open your Chrome browser and search for "Boomerang for gmail" or point your browser to www.boomeranggmail.com. In addition to letting you schedule emails, Boomerang offers several other features that we will look at here.


BOOMERANG FOR GMAIL
IS HIRING!
HELP
PRICING
INSTALL
Add this to your Gmail!

Schedule an email to be sent later. Easy email reminders.

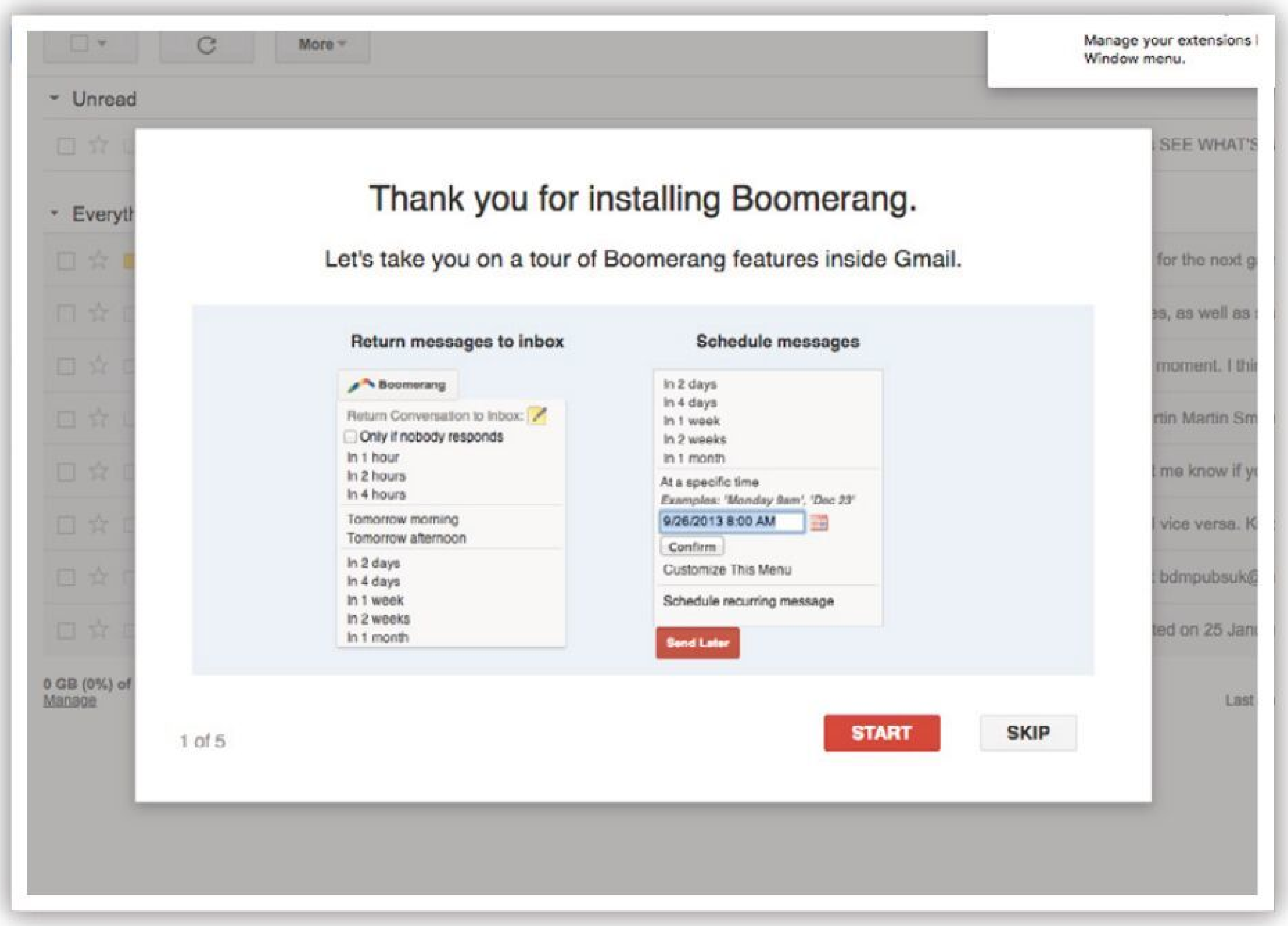
Boomerang for Gmail lets you take control of when you send and receive email messages.

For Firefox 38+, Chrome 5.0+, Safari 5.1+, Opera 15+, and Edge 39+. Works with Gmail and G Suite (Google Apps) email.

"If you write a lot of emails, then the Boomerang plugin for Gmail is your new best friend..."
Mike Kaiser

Step 2

With Boomerang installed you will see a new Send Later button with a Boomerang icon. You can now write an email when it's convenient, then schedule it to send automatically. Just write the message as you normally would, then click the Send Later button.


More
Unread
Everyth
Manage your extensions
Window menu.
Return messages to inbox
Schedule messages
Boomerang
Return Conversation to Inbox:
☐ Only if nobody responds
In 1 hour
In 2 hours
In 4 hours
Tomorrow morning
Tomorrow afternoon
In 2 days
In 4 days
In 1 week
In 2 weeks
In 1 month
At a specific time
Examples: 'Monday 9am', 'Dec 23'
Confirm
Customize This Menu
Schedule recurring message
Send Later
1 of 5
START
SKIP

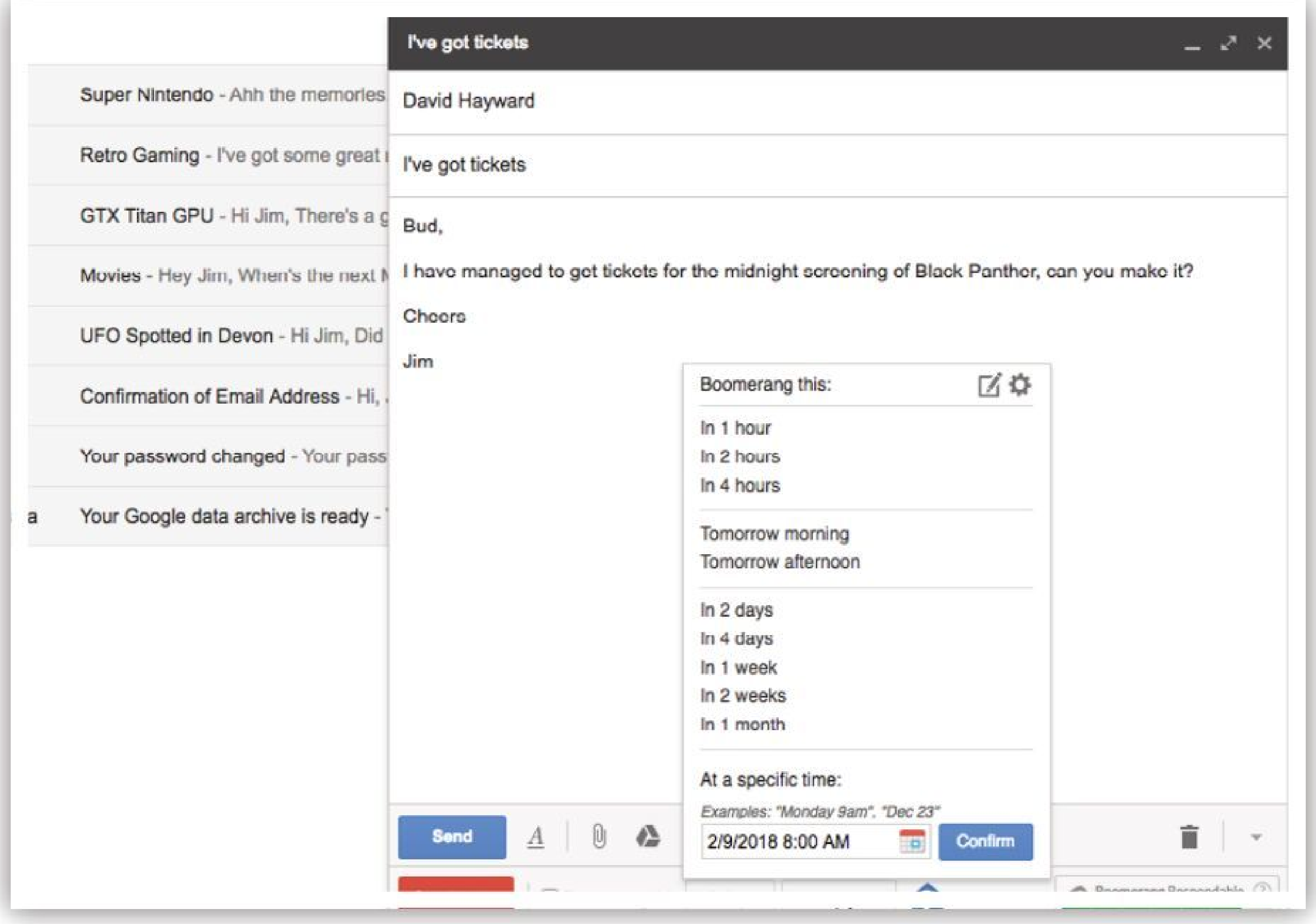
Thank you for installing Boomerang.

Let's take you on a tour of Boomerang features inside Gmail.

9/26/2013 8:00 AM

Step 3

From the popup menu, schedule the sending time with either the handy calendar picker or text box. The smart menus display your most frequently used scheduling times for easy access. Boomerang will then automatically send your message at the chosen time, without you having to worry about it.


Boomerang this:
In 1 hour
In 2 hours
In 4 hours
Tomorrow morning
Tomorrow afternoon
In 2 days
In 4 days
In 1 week
In 2 weeks
In 1 month
At a specific time:
Examples: "Monday 9am", "Dec 23"
Confirm
Send

Super Nintendo - Ahh the memories
Retro Gaming - I've got some great
GTX Titan GPU - Hi Jim, There's a g
Movies - Hey Jim, When's the next
UFO Spotted in Devon - Hi Jim, Did
Confirmation of Email Address - Hi,
Your password changed - Your pass
Your Google data archive is ready -

I've got tickets

David Hayward

I've got tickets

Bud,

I have managed to get tickets for the midnight screening of Black Panther, can you make it?

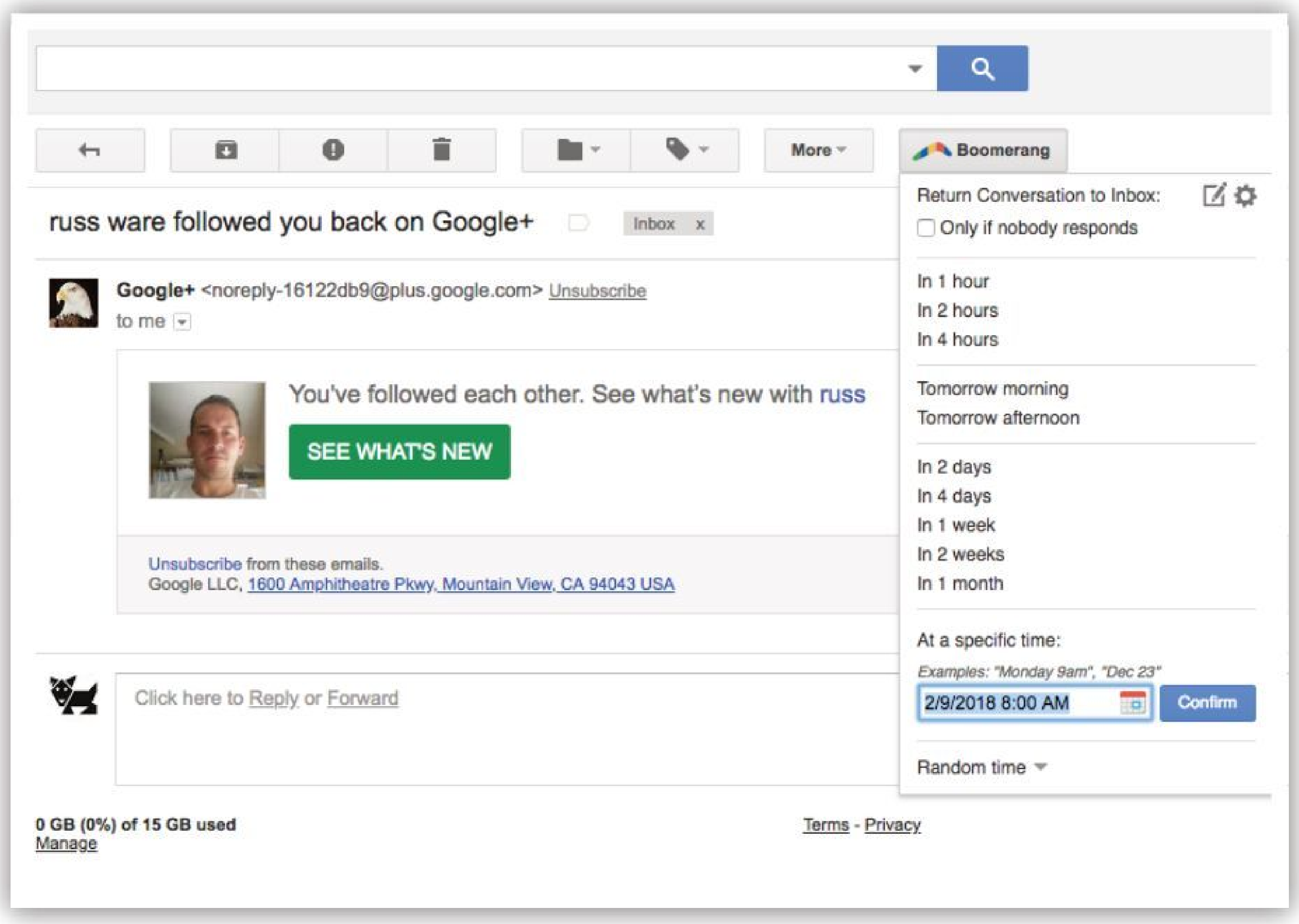
Cheers

Jim

2/9/2018 8:00 AM

Step 4

You can also set up email reminders. This means taking messages out of your inbox until you actually need them. At the scheduled time you chose, the software will bring it back to your inbox, marked unread, starred or even at the top of your message list.


More
Boomerang
Inbox x
Return Conversation to Inbox:
☐ Only if nobody responds
In 1 hour
In 2 hours
In 4 hours
Tomorrow morning
Tomorrow afternoon
In 2 days
In 4 days
In 1 week
In 2 weeks
In 1 month
At a specific time:
Examples: "Monday 9am", "Dec 23"
Confirm
Random time
SEE WHAT'S NEW
Terms - Privacy

russ ware followed you back on Google+

Google+ <noreply-16122db9@plus.google.com> Unsubscribe
to me

You've followed each other. See what's new with russ

Unsubscribe from these emails.
Google LLC, 1600 Amphitheatre Pkwy, Mountain View, CA 94043 USA

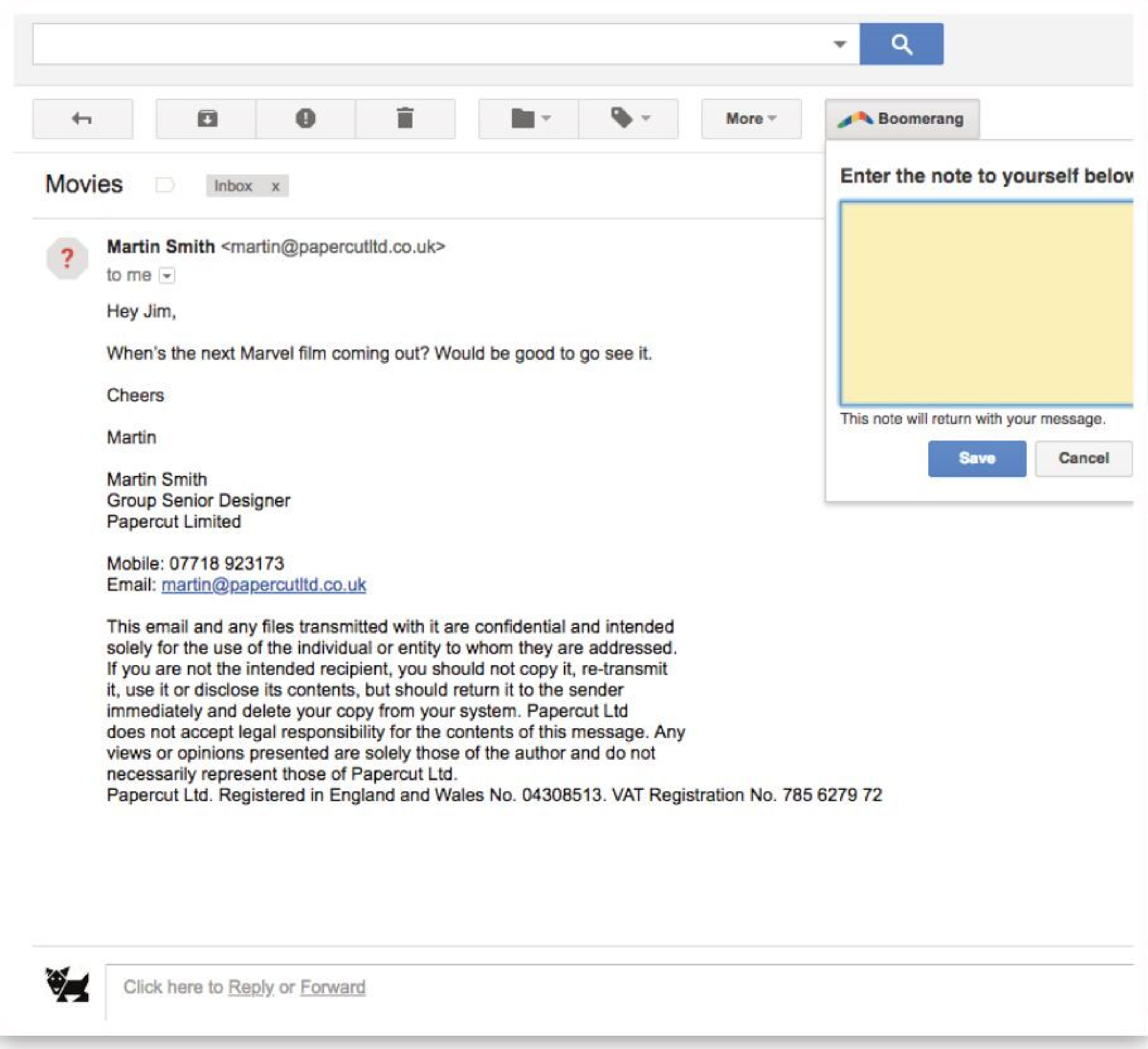
Click here to Reply or Forward

2/9/2018 8:00 AM

0 GB (0%) of 15 GB used
Manage

Step 5

❱ This function is useful to remind yourself about stuff that is weeks or months away but you may forget why you wanted to keep it in the first place. You can attach a note to the message as you schedule it. When the message returns to your inbox, your note will be added to the email thread.


More
Boomerang
Movies
Inbox x
Enter the note to yourself below
This note will return with your message.
Save
Cancel
Click here to Reply or Forward

Martin Smith <martin@papercutltd.co.uk>
to me

Hey Jim,

When's the next Marvel film coming out? Would be good to go see it.

Cheers

Martin

Martin Smith
Group Senior Designer
Papercut Limited

Mobile: 07718 923173
Email: martin@papercutltd.co.uk

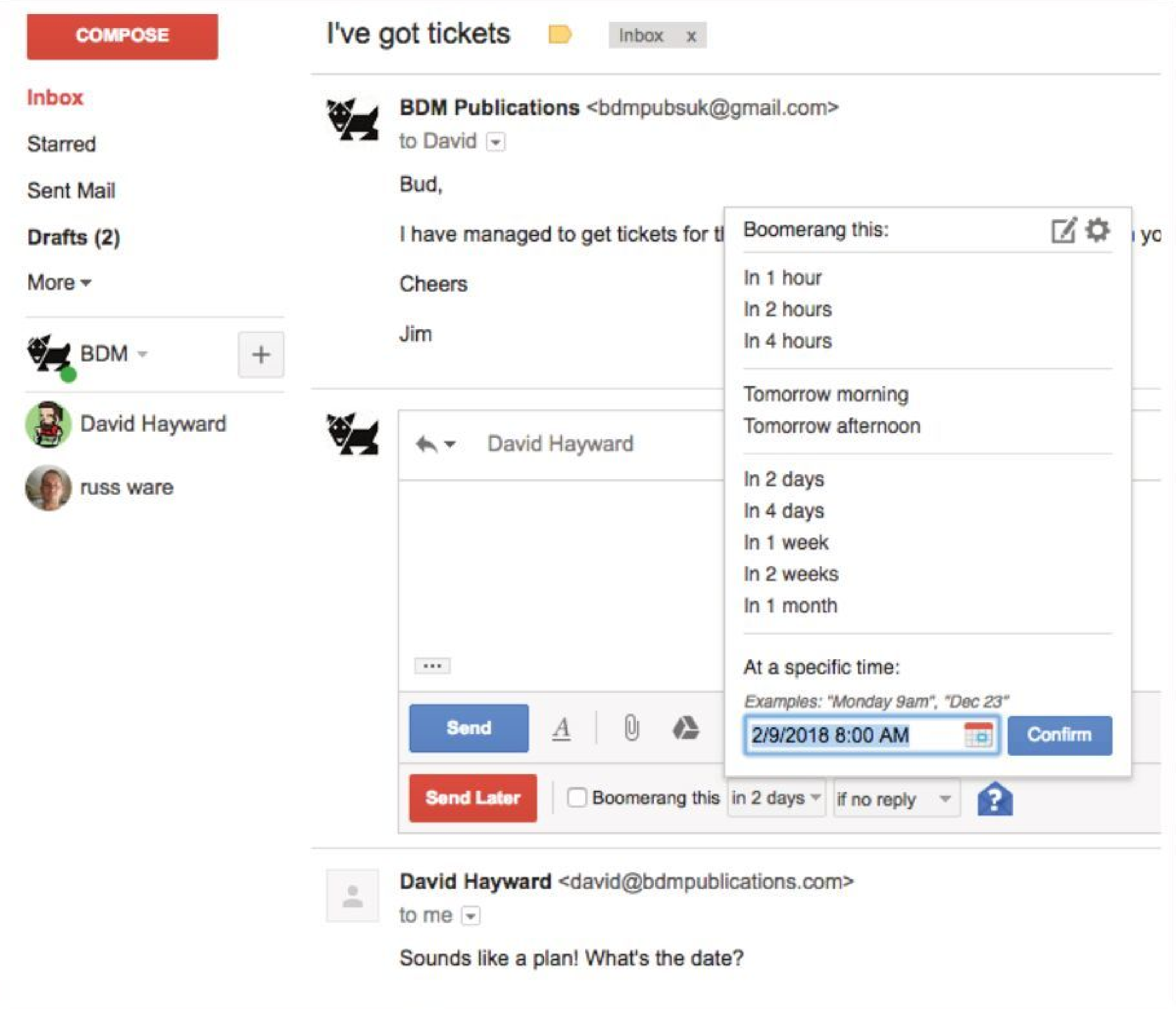
This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you are not the intended recipient, you should not copy it, re-transmit it, use it or disclose its contents, but should return it to the sender immediately and delete your copy from your system. Papercut Ltd does not accept legal responsibility for the contents of this message. Any views or opinions presented are solely those of the author and do not necessarily represent those of Papercut Ltd.
Papercut Ltd. Registered in England and Wales No. 04308513. VAT Registration No. 785 6279 72

Boomerang Extras

Boomerang is a useful and rather powerful tool that can play an increasingly important part in how you use your Gmail account. Here we will be looking at some of the extra functionality it offers.

Step 1

❱ One of Boomerang's other useful features is tracking responses. When writing an email, you can set Boomerang to give you a reminder if you don't get a reply after a certain amount of days. If the message comes back to your inbox without a response, you can then react by sending another email to follow up.


COMPOSE
Inbox
Starred
Sent Mail
Drafts (2)
More
BDM
David Hayward
russ ware
Inbox x
Boomerang this:
In 1 hour
In 2 hours
In 4 hours
Tomorrow morning
Tomorrow afternoon
In 2 days
In 4 days
In 1 week
In 2 weeks
In 1 month
At a specific time:
Examples: "Monday 9am", "Dec 23"
Confirm
David Hayward
Send
Send Later
Boomerang this
in 2 days
if no reply

I've got tickets

BDM Publications <bdmpubsuk@gmail.com>
to David

Bud,

I have managed to get tickets for t

Cheers

Jim

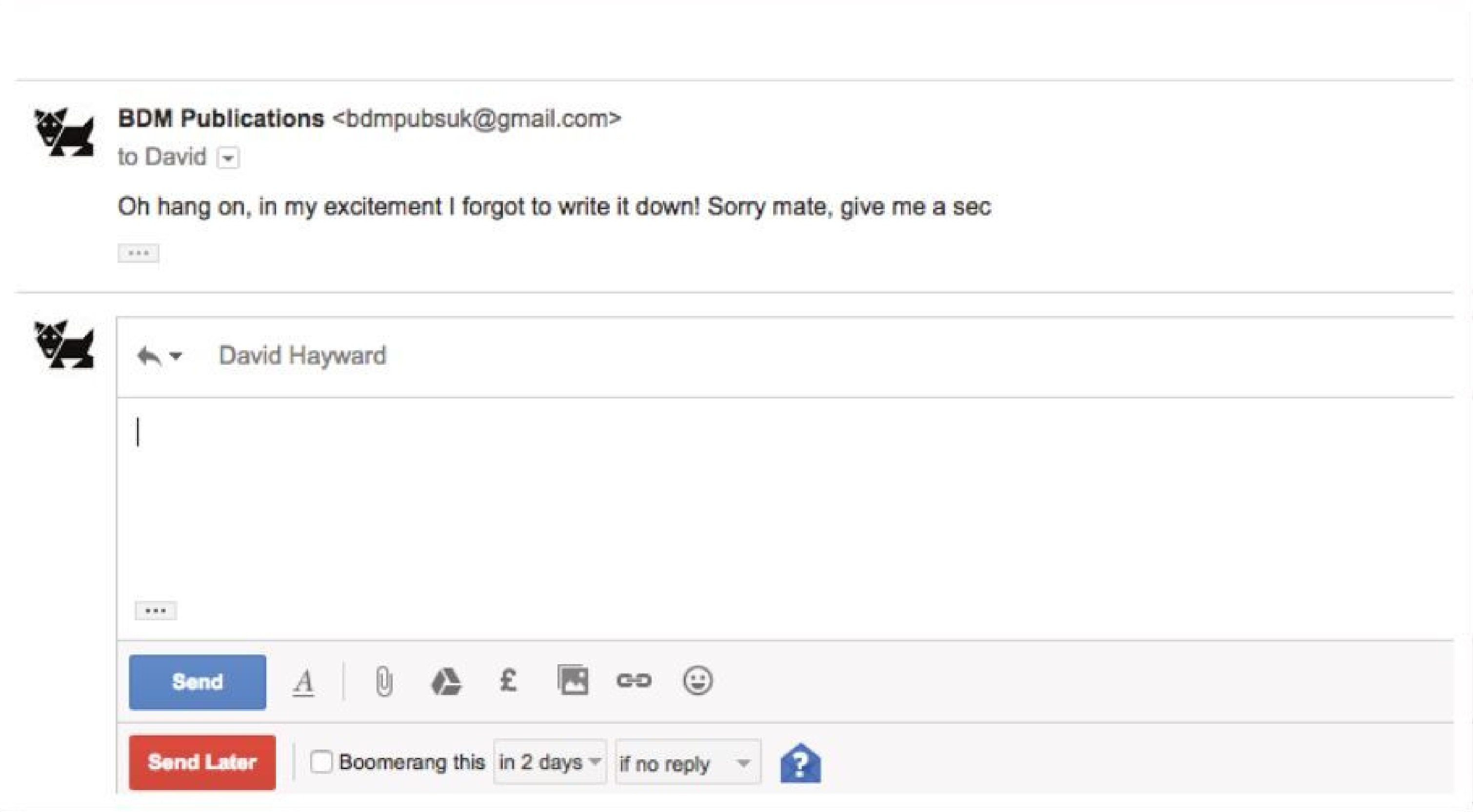
2/9/2018 8:00 AM

David Hayward <david@bdmpublications.com>
to me

Sounds like a plan! What's the date?

Step 2

❱ You can schedule your follow-up message as you're writing the original email. If the person replies to your original email, Boomerang will detect the response, and will not send the second email. If they don't reply, the software will send the follow-up message automatically, without you having to think about it.

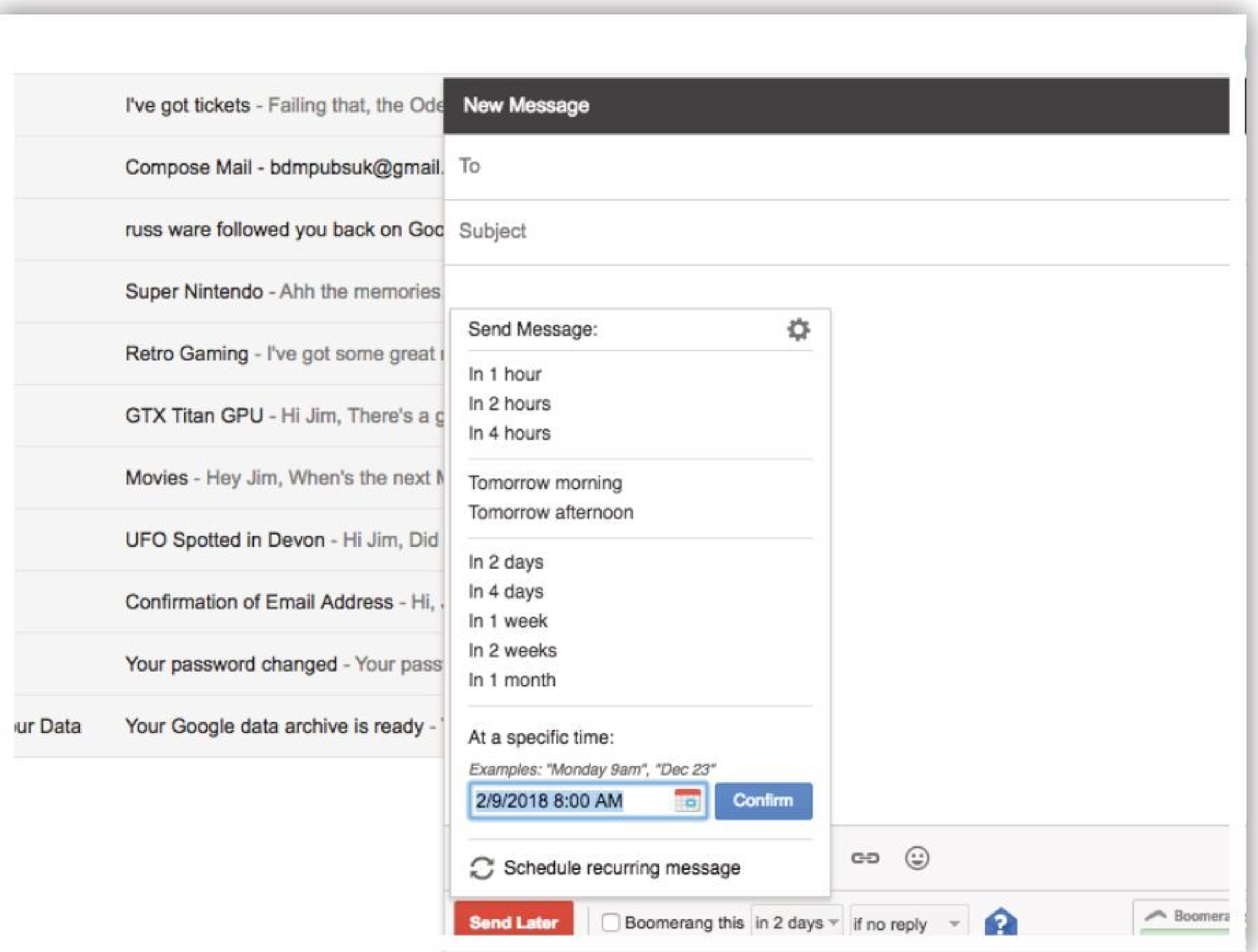

David Hayward
Send
Send Later
Boomerang this
in 2 days
if no reply

BDM Publications <bdmpubsuk@gmail.com>
to David

Oh hang on, in my excitement I forgot to write it down! Sorry mate, give me a sec

Step 3

❱ You can also send recurring emails. All you have to do is write a message as you normally would, then click Schedule Recurring Message from the bottom of the Send Later menu. From the menu, you can then choose the start date, frequency, day of the week to send and end date.

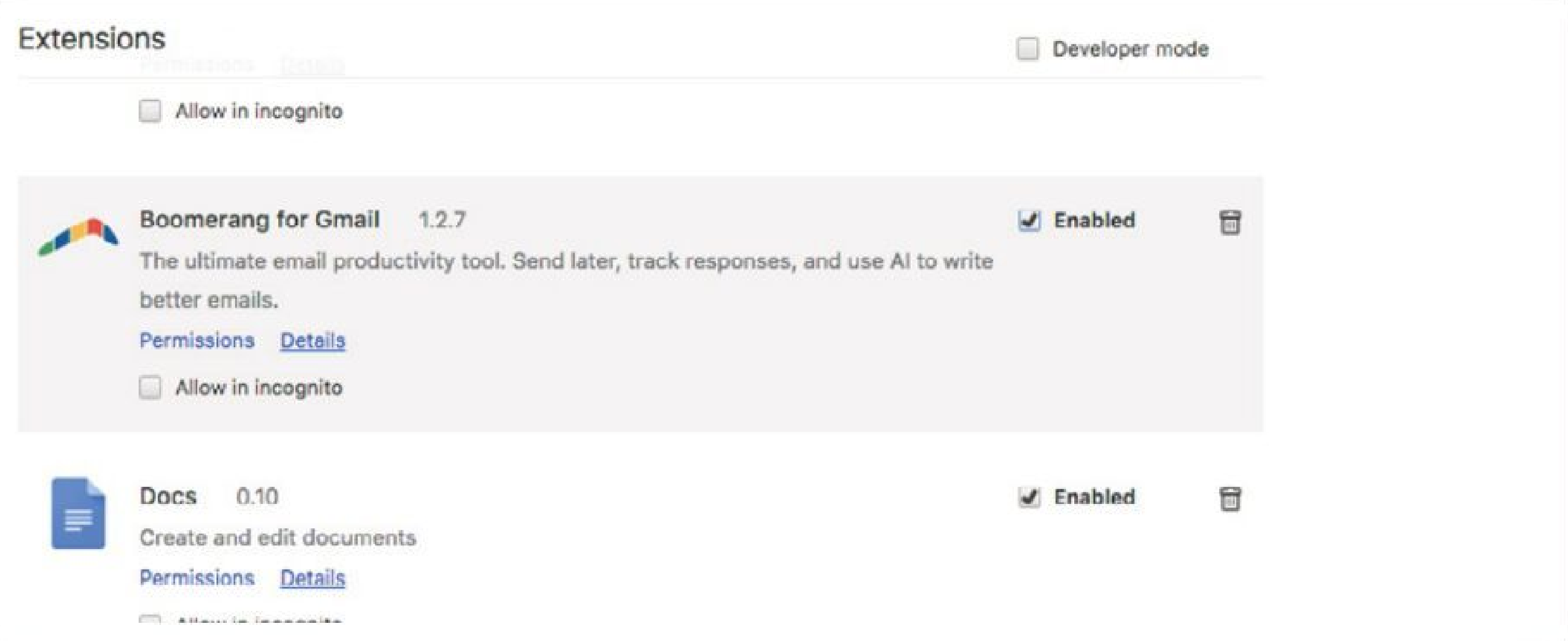

New Message
To
Subject
Send Message:
In 1 hour
In 2 hours
In 4 hours
Tomorrow morning
Tomorrow afternoon
In 2 days
In 4 days
In 1 week
In 2 weeks
In 1 month
At a specific time:
Examples: "Monday 9am", "Dec 23"
Confirm
Schedule recurring message
Send Later
Boomerang this
in 2 days
if no reply
Boomera

I've got tickets - Failing that, the Ode
Compose Mail - bdmpubsuk@gmail.
russ ware followed you back on Goo
Super Nintendo - Ahh the memories
Retro Gaming - I've got some great
GTX Titan GPU - Hi Jim, There's a g
Movies - Hey Jim, When's the next M
UFO Spotted in Devon - Hi Jim, Did
Confirmation of Email Address - Hi,
Your password changed - Your pass
ur Data Your Google data archive is ready -

2/9/2018 8:00 AM

Step 4

❱ To remove Boomerang from your computer, first uninstall the plug-in from your browser. Now revoke Boomerang's access to Gmail data. Right click the Boomerang icon in your browser and click Manage Extensions. Now disable Boomerang and then click the Bin icon to delete it.


Permissions
Details
Permissions
Details
Permissions
Details

Extensions ☐ Developer mode

☐ Allow in incognito

Boomerang for Gmail 1.2.7 ☑ Enabled
The ultimate email productivity tool. Send later, track responses, and use AI to write better emails.
☐ Allow in incognito

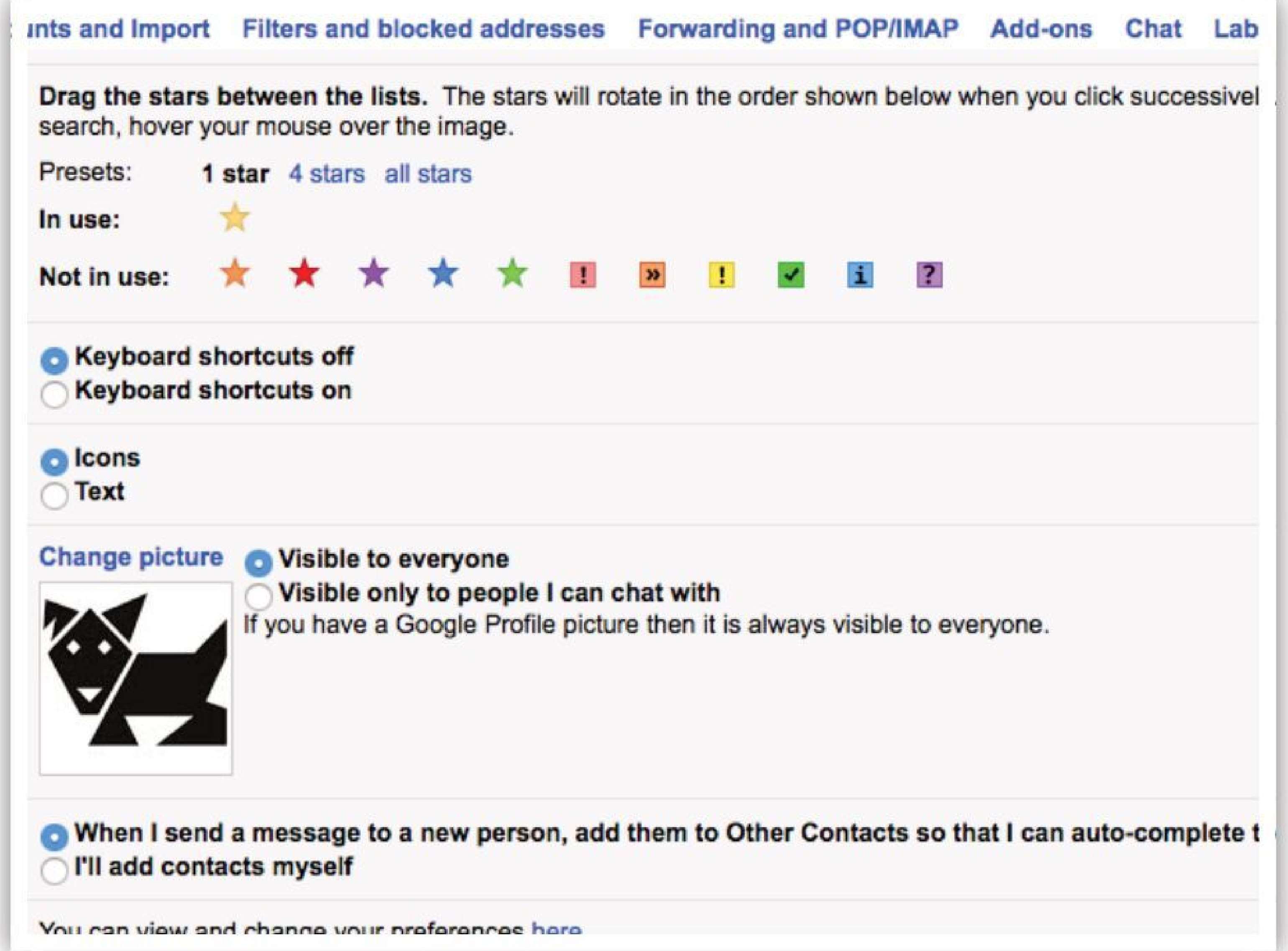
Docs 0.10 ☑ Enabled
Create and edit documents

Gmail User Tips and Tricks

You can be up and running with the basic Gmail in seconds, or you can spend ages customising it and getting it set up in several different ways. Even if you have been using Gmail for a while, there are probably dozens of tricks that you never even knew were possible.

Add Stars to Messages

You can mark a conversation or message that appears next to the item in your inbox with a star. Stars can be an eye catching way to mark a special message or even a great visual reminder to follow up on an item later. Stars will only appear to you and not to anyone else, so you won't offend your friends by starring their messages rather than reading them. To star a message from your inbox, just click the Star icon next to the sender's name. You can also add a star when reading a message by clicking the icon on the top right of the message.



Drag the stars between the lists. The stars will rotate in the order shown below when you click successivel
search, hover your mouse over the image.

Presets: **1 star** 4 stars all stars

In use:

Not in use:

● **Keyboard shortcuts off**
○ **Keyboard shortcuts on**

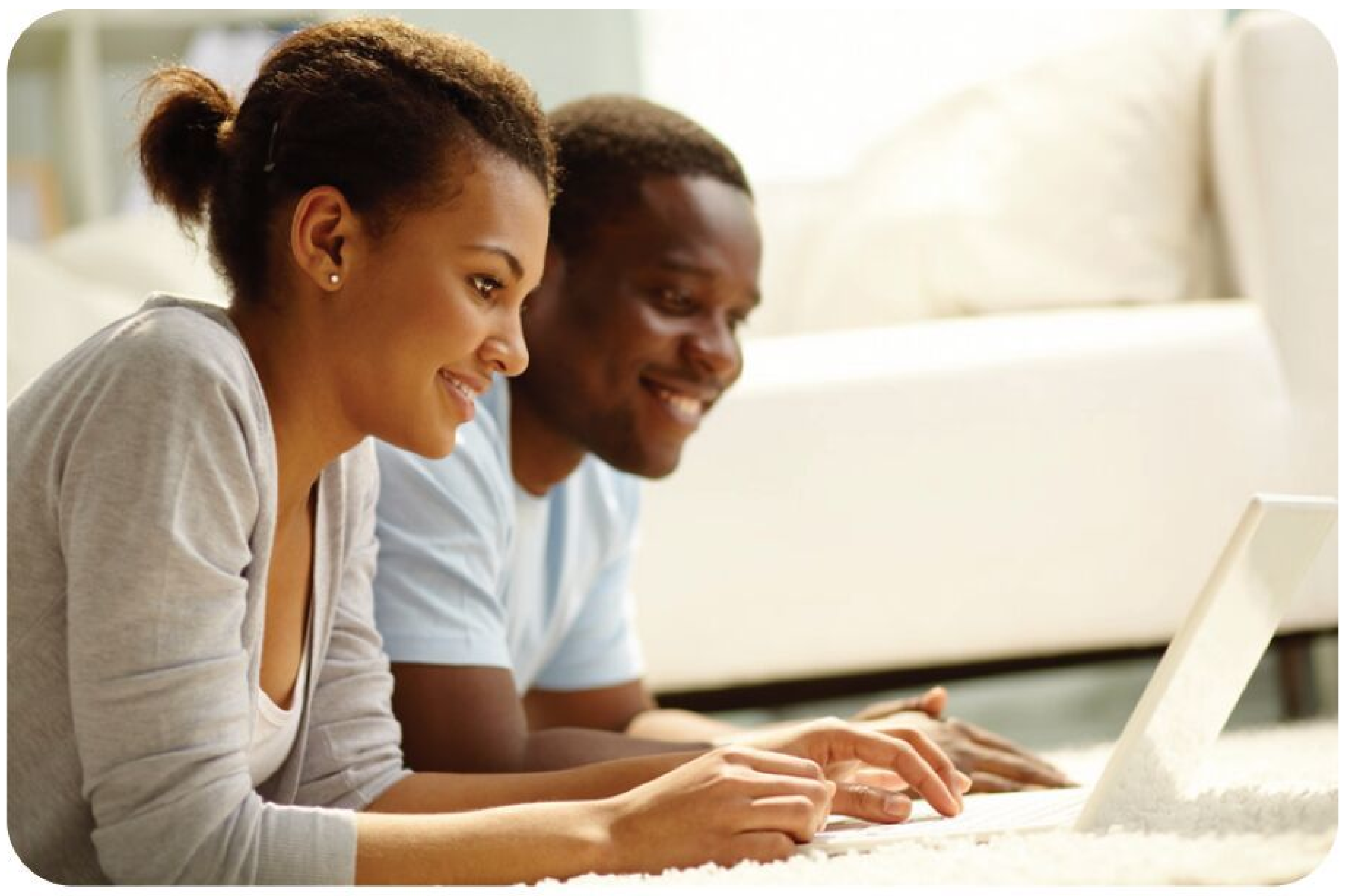
● **Icons**
○ **Text**

Change picture

● **Visible to everyone**
○ **Visible only to people I can chat with**
If you have a Google Profile picture then it is always visible to everyone.

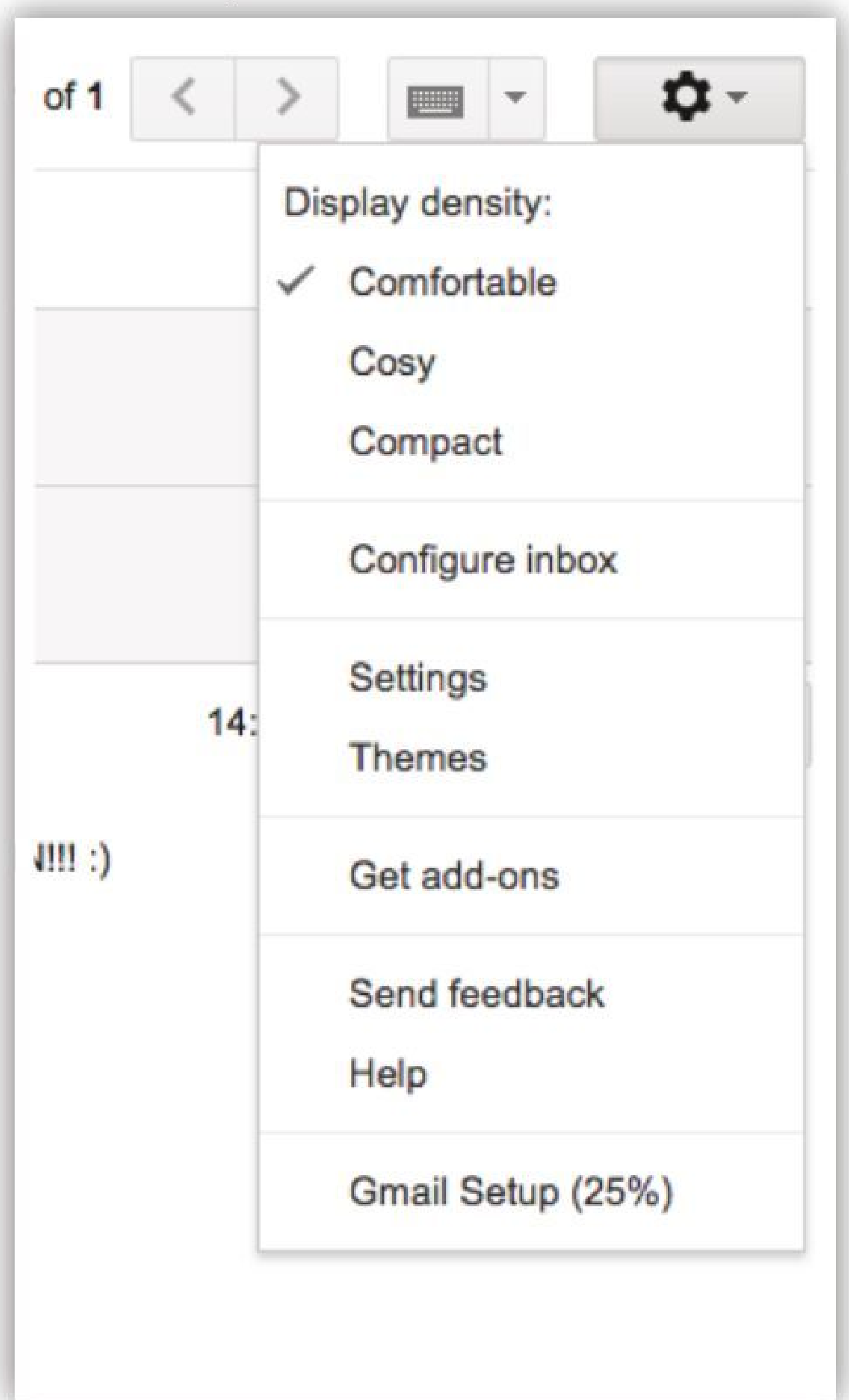
● **When I send a message to a new person, add them to Other Contacts so that I can auto-complete t**
○ **I'll add contacts myself**

You can view and change your preferences here



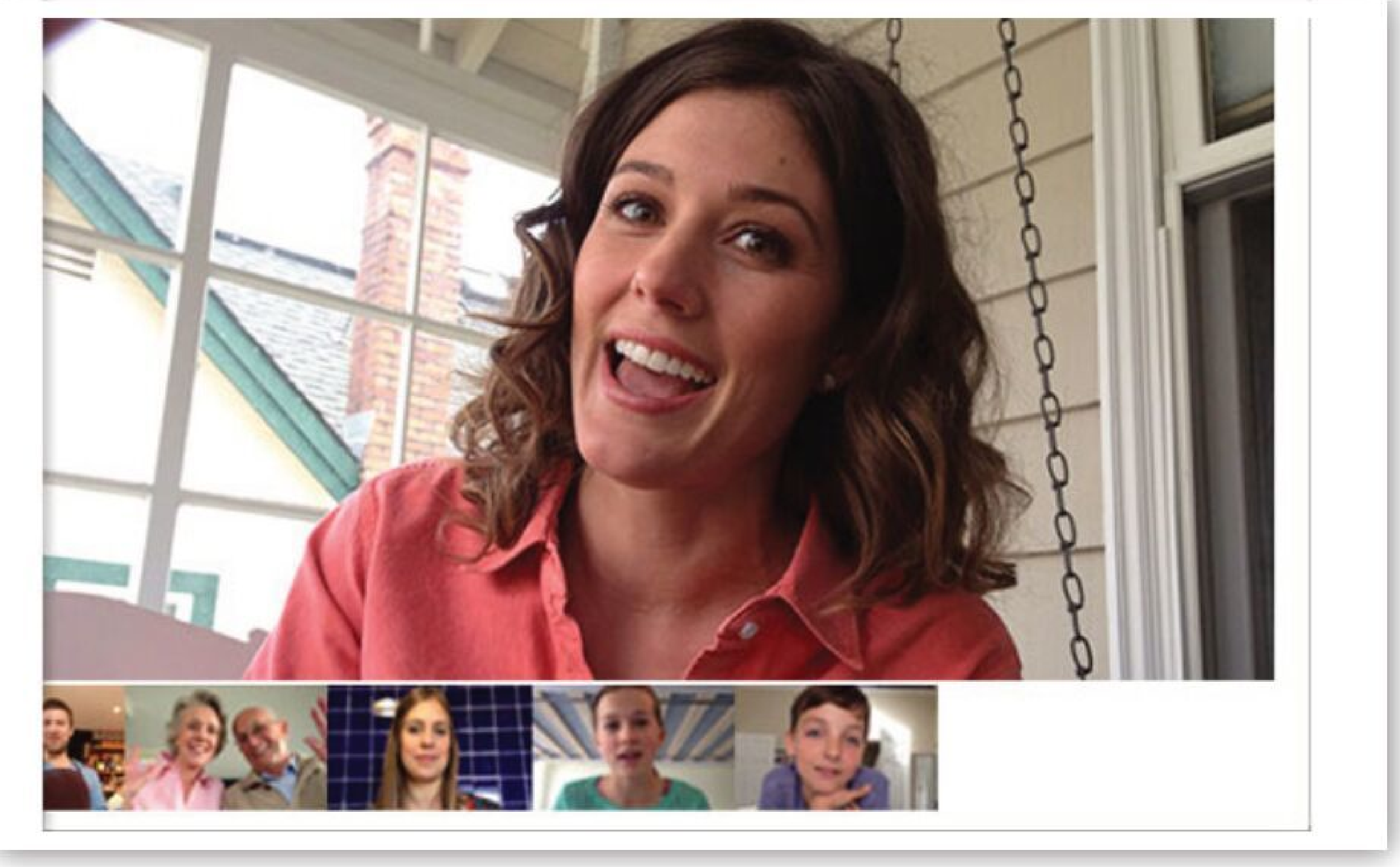
Customise Display Density

Gmail automatically adjusts the amount or "density" of information on a page when you adjust your browser window or when you use different sized screens. If you prefer a denser view whatever size your monitor, you can set a limit on your Default Density. This setting reflects the lowest density (the most space) permitted for your account. Choose how many messages are on your screen at a time by clicking on the gear icon and then selecting from Comfortable, Cosy or Compact.



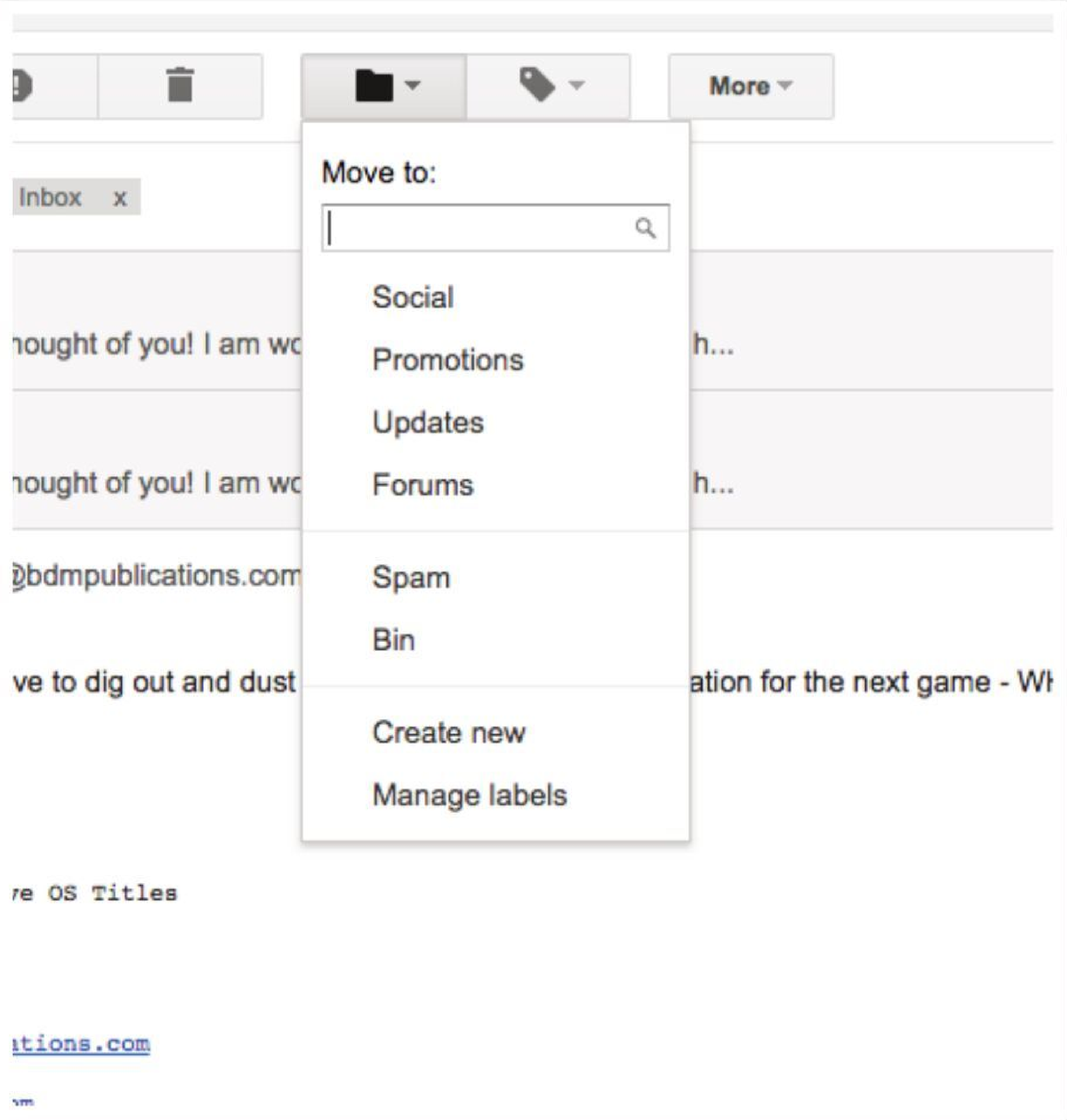
Voice and Video Chat

With Gmail, you can now use voice and video chat services such as Google+. From within these services, you can have an actual conversation with someone or even chat face-to-face over video. To get started, download the voice and video chat plug-in from www.google.com/chat/video, quit all open browser windows and install the plug-in. Sign in to Gmail, Google+ or Chrome OS device.



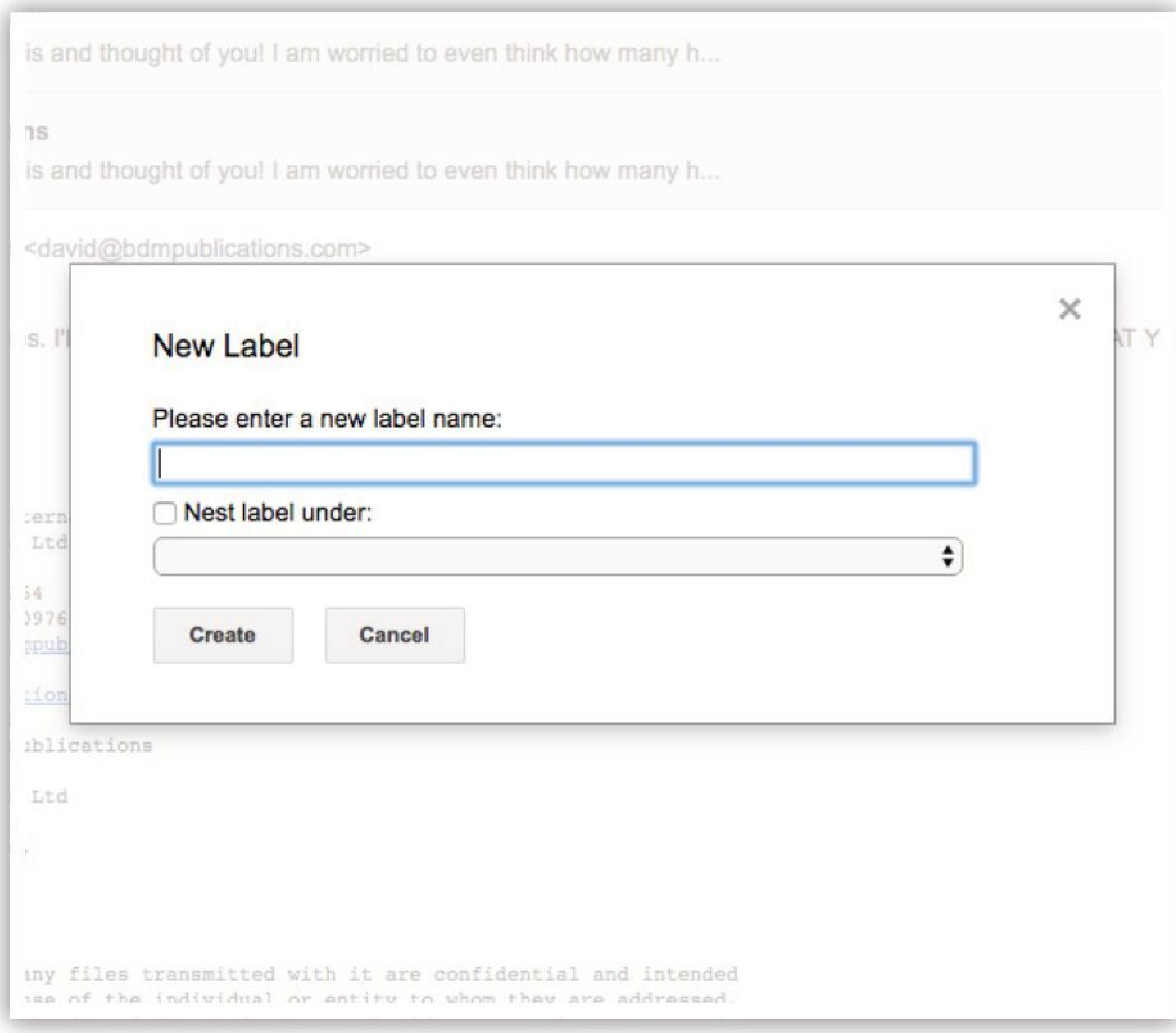
Labelling Your Emails

› Labels help you organise your messages into categories such as work, family, to-do, read later, jokes, recipes, etc. Labels do all the work that folders do but with the added bonus that you can add more than one to a message. Only you can see your labels, so whether you mark a message with "Best friend" or "Read later", the sender will never know. You can create a new label for a message in your inbox by selecting the box next to the message, clicking the Label button above your message list and then clicking Create New.



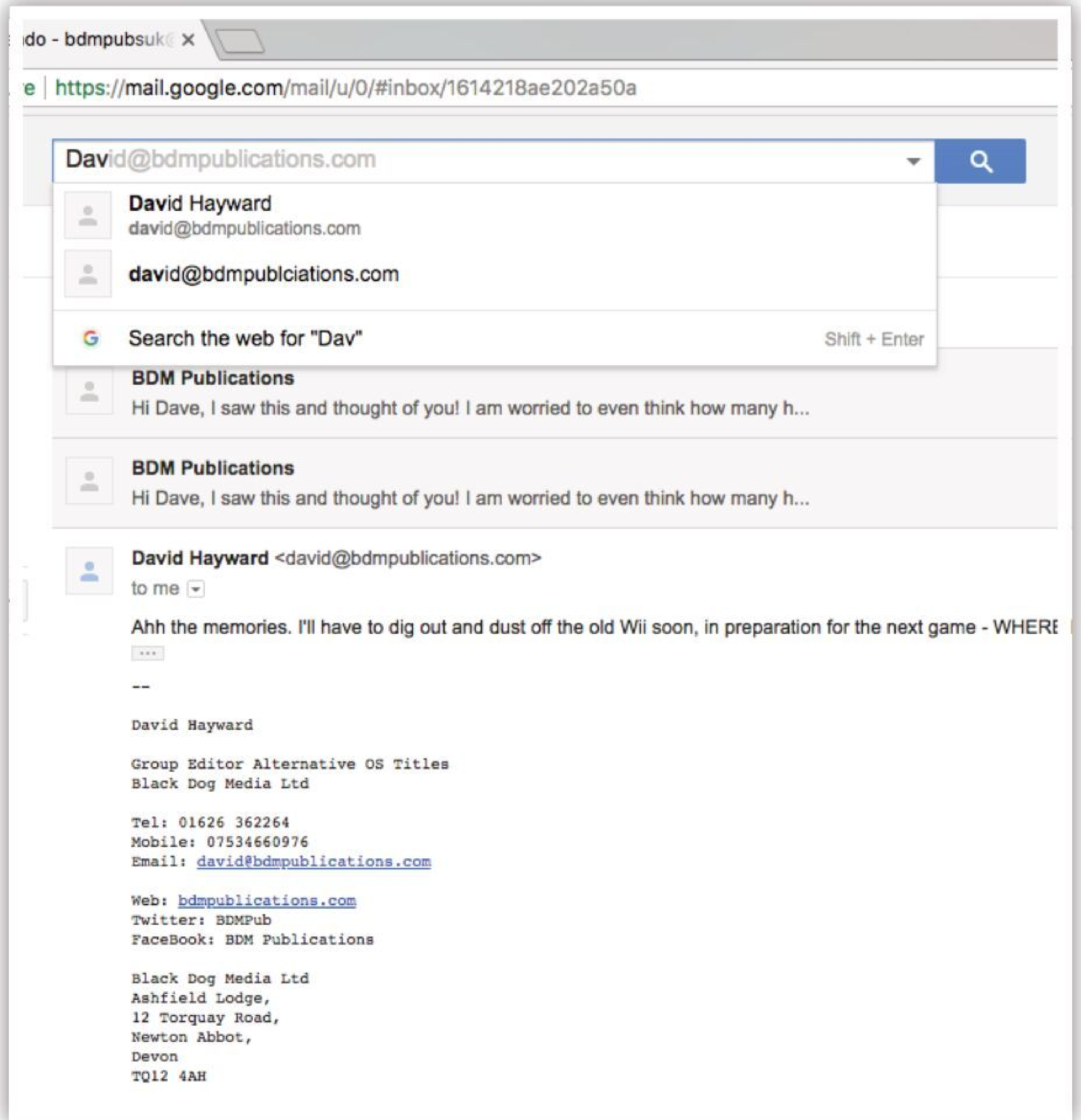
Clean Up Your Inbox

› You can use the Move To button at the top of your inbox to easily move a message out of your inbox and add a label at the same time. If you have lots of labels, you can pick the one you want by typing the first couple of characters and letting auto-complete find the right one, or alternatively create a new one.



Search Your Mail

› It can be a pain to scroll through hundreds of old emails just to find the one you need, which is why you might want to try searching for it instead. For example, if you're looking for a message that contains the word "shopping", simply type "shopping" in the search field and click the Search button. Your results will be displayed with your search results and within the message highlighted in yellow. If you're having trouble finding the result you want, you can refine your query by clicking the small arrow in the search box and entering your criteria in the appropriate fields.


https://mail.google.com/mail/u/0/#inbox/1614218ae202a50a

David@bdmpublications.com

David Hayward
david@bdmpublications.com
david@bdmpublciations.com
Search the web for "Dav" Shift + Enter

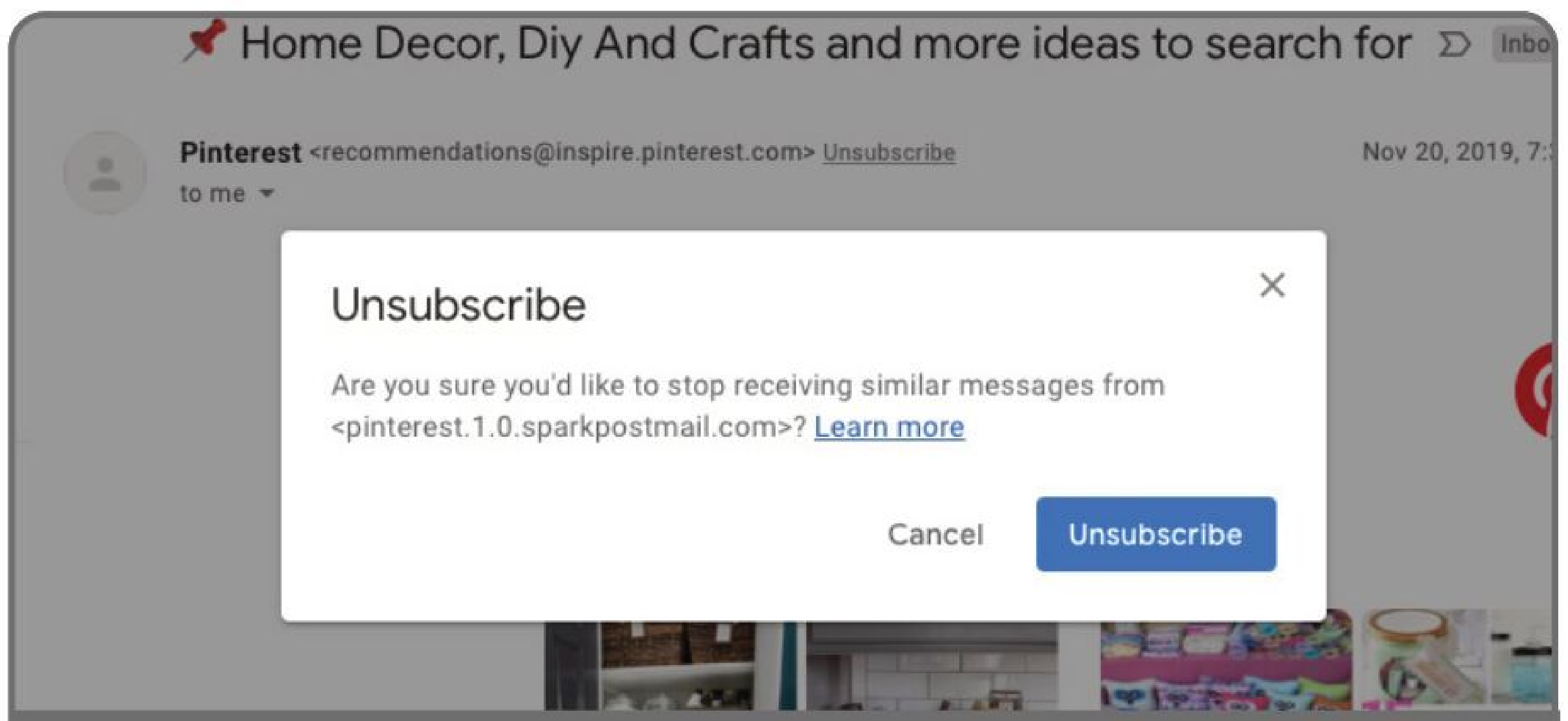
BDM Publications
Hi Dave, I saw this and thought of you! I am worried to even think how many h...

BDM Publications
Hi Dave, I saw this and thought of you! I am worried to even think how many h...

David Hayward <david@bdmpublications.com>
to me

Ahh the memories. I'll have to dig out and dust off the old Wii soon, in preparation for the next game - WHERE

```
--

David Hayward

Group Editor Alternative OS Titles
Black Dog Media Ltd

Tel: 01626 362264
Mobile: 07534660976
Email: david@bdmpublications.com

Web: bdmpublications.com
Twitter: BDMPub
FaceBook: BDM Publications

Black Dog Media Ltd
Ashfield Lodge,
12 Torquay Road,
Newton Abbot,
Devon
TQ12 4AH
```


Home Decor, Diy And Crafts and more ideas to search for

Pinterest <recommendations@inspire.pinterest.com> Unsubscribe
to me
Nov 20, 2019, 7:

Unsubscribe

Are you sure you'd like to stop receiving similar messages from <pinterest.1.0.sparkpostmail.com>? Learn more

Instant Unsubscribe

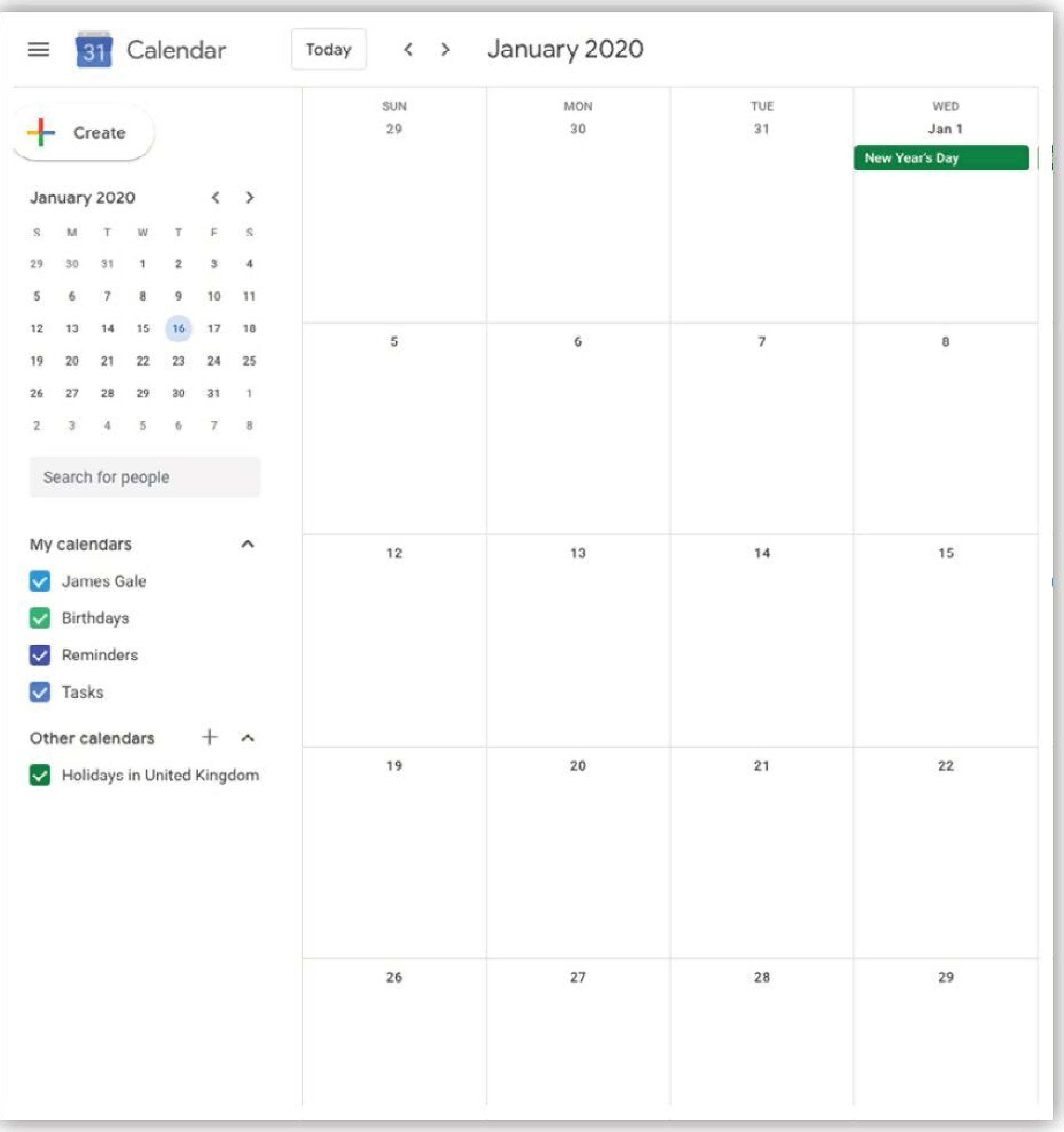
No matter how much you try to stop them, if you have purchased something online or sign up for something free you will be most likely added to a mailing list. Said lists are often a very valuable tool, alerting you to possible special offers and updates on a subject that interests you. Alas most are not and are simply random filler for your inbox. When you receive such an email, and you wish to make it your last from the sender, look to the sender address at the top of the email. Here you will notice the Unsubscribe link. Click this link and confirm by pressing the blue button to stop receiving email from this sender.

Improving the Google Calendar

Google's free online calendar app is perfect for keeping track of all the important events in your life. And if you use other Google products such as Android or Gmail, you can set things up so that everything integrates and syncs perfectly and with barely any effort.

Creating Events

There are three ways to create a new event on the desktop version of Google Calendar. Which method you use depends entirely on which you find easiest or most convenient.

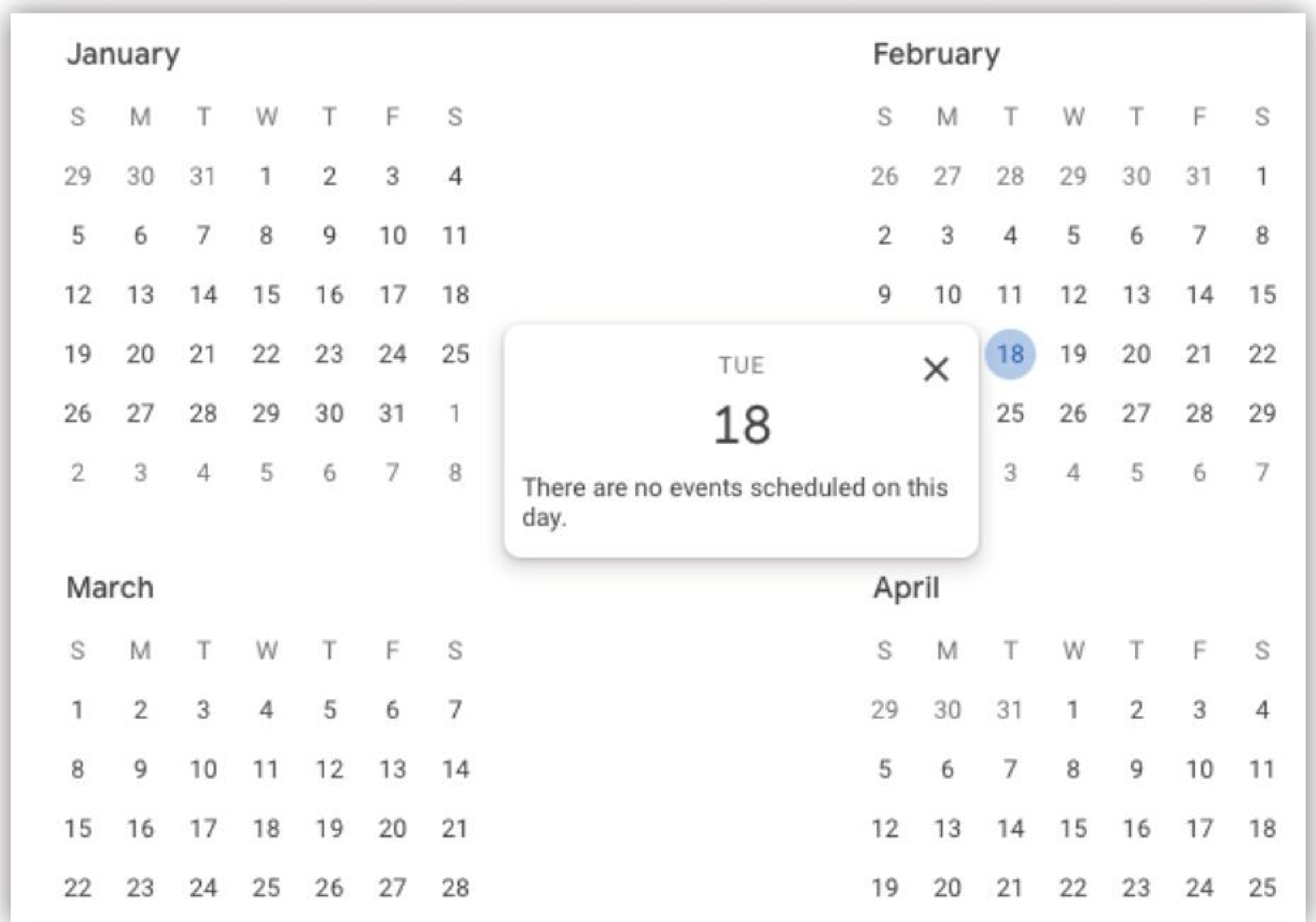

Calendar
Today
January 2020
Create
January 2020
Search for people
My calendars
James Gale
Birthdays
Reminders
Tasks
Other calendars
Holidays in United Kingdom
SUN
MON
TUE
WED
New Year's Day

Click on the Date

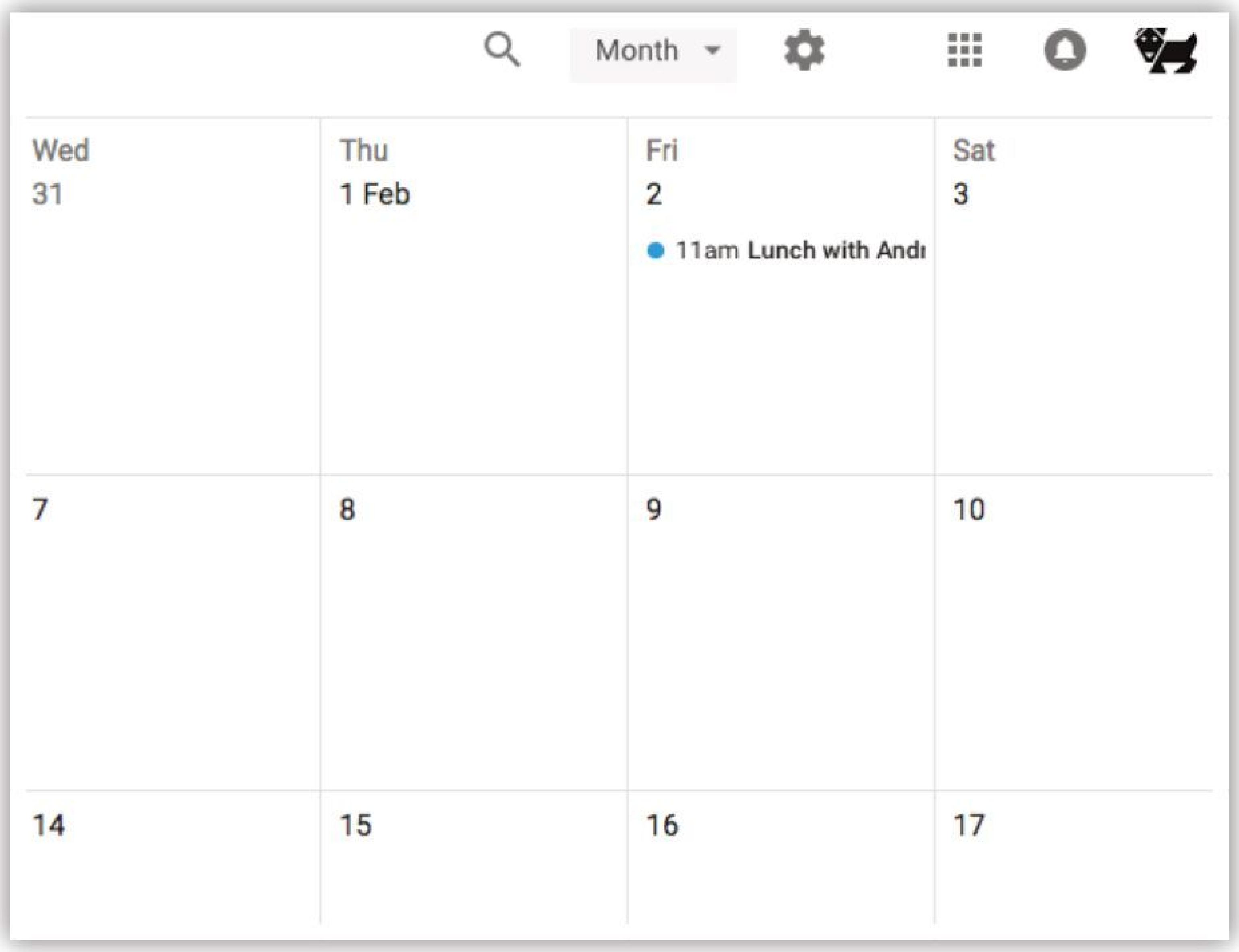
❱ Open the Google Calendar screen and scroll to the date and time where you want to mark an event. If you need to look far ahead, click on the month view button at the top of the screen. You can then scroll through whole months by clicking the forward and back arrows, also at the top. If in Week view, you can click and drag on the event location if you want it to spread over more than a single hour. If in Month view, you only have the option to click, although you can change the length of the event afterwards. Type the title and event time for your new event in the box. Finally, click Create event to publish the event to your calendar immediately or click Edit event details to add additional information.

Using Quick Add

❱ To use Quick Add simply type "Q" while you're in Calendar. Quick Add can almost read your mind. If you type in something like "Lunch with Dad at The Ivy 1pm Friday", Quick Add can figure out what you mean and pop the new event right onto your calendar. Just remember that for Quick Add to work at its best, you need to include: what, event title, e.g. lunch; when, time and date or day; who, if there is anyone else to include in the event; and where, location of the event.


January
February
March
April
TUE
18

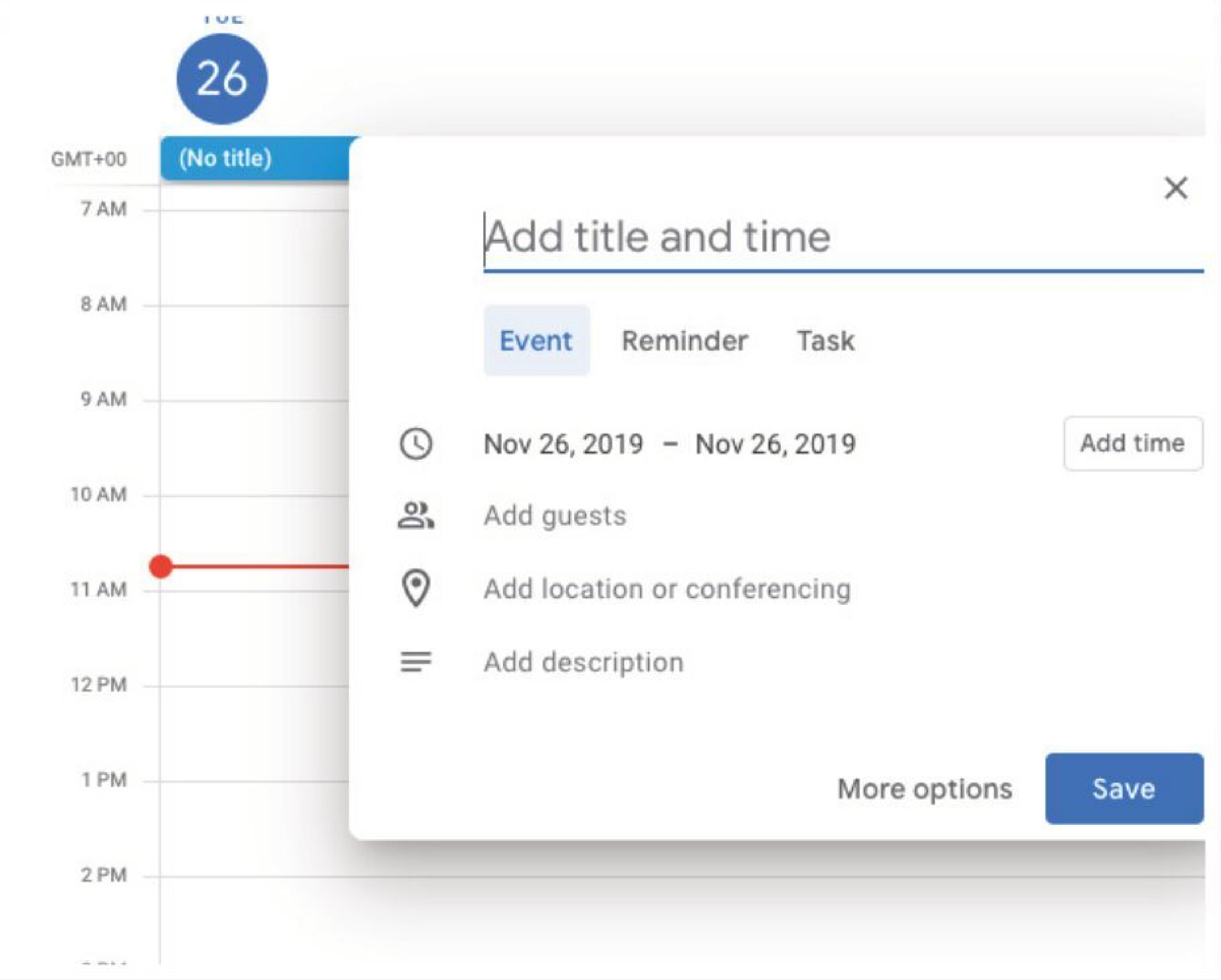
There are no events scheduled on this day.


Month
Wed 31
Thu 1 Feb
Fri 2
Sat 3

11am Lunch with Andı

Click the Create Button

❱ Just click on the Plus sign in the bottom right of your Calendar window, this will bring you to a page where you can enter as much information as you'd like about your event. On this page, you can also add guests, change a reminder setting and publish your event to other users. Once you've entered the appropriate information and selected the desired settings, click Save.

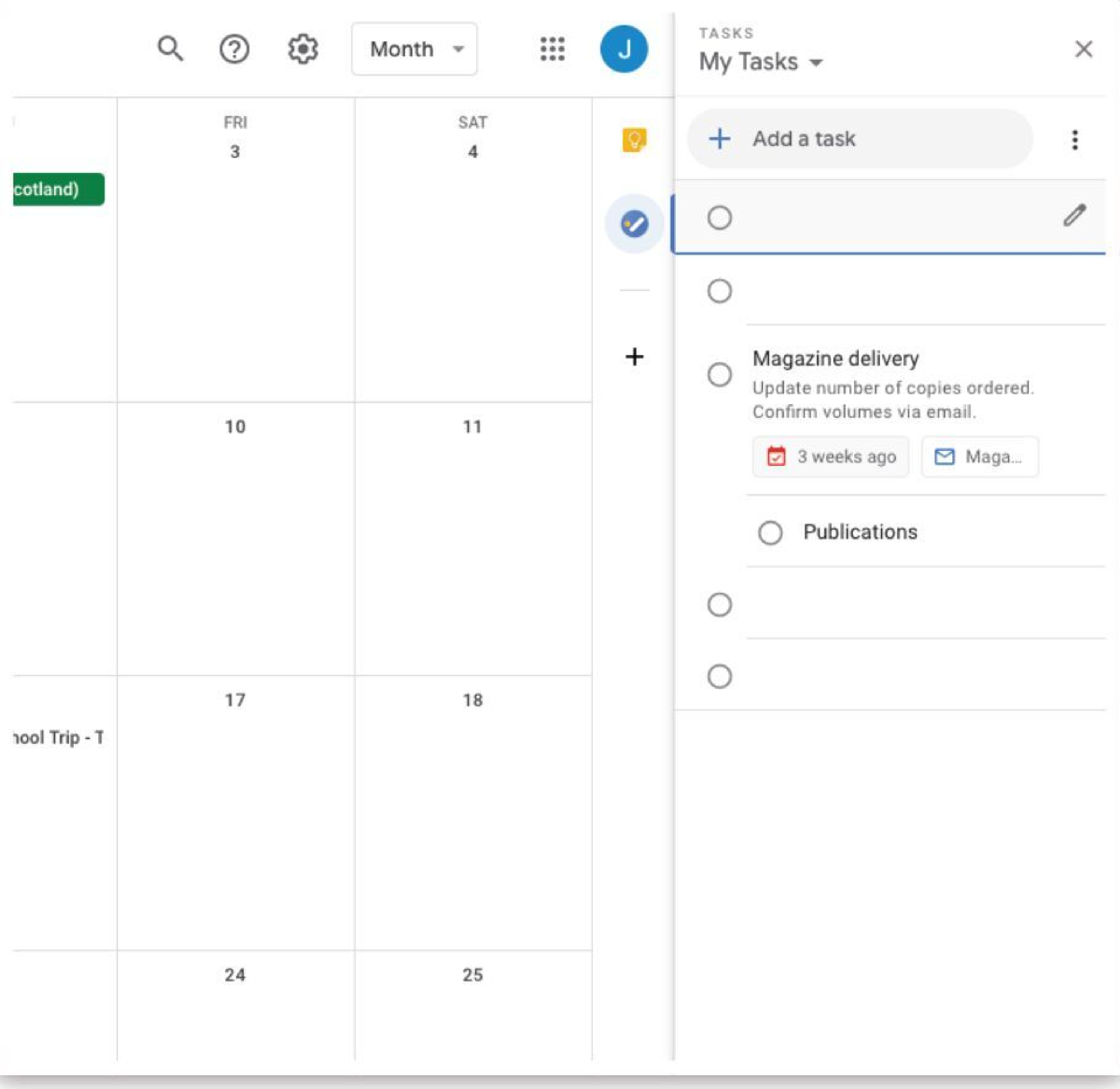

TUE
26
GMT+00
(No title)
7 AM
8 AM
9 AM
10 AM
11 AM
12 PM
1 PM
2 PM
Add title and time
Event
Reminder
Task
Add time
Add guests
Add location or conferencing
Add description
More options
Save

Nov 26, 2019 – Nov 26, 2019

Using Google Tasks

❱ You can access Google Tasks directly from the Calendar application. By linking these apps together you can quickly work between the two as follows. Open Google Calendar and log in if required. Now click the Tasks icon from the sidebar found on the right hand side of the window. Click Add a task and then start to enter your details via the new task link in Google Calendar.

You can now add tasks to this listing. You can directly add an item from this list to your Calendar by choosing a date in the properties of the task itself. You can edit a task directly from the Calendar app by clicking the pencil icon. From this link you can add a description, change the details and move or delete it.


Month
J
TASKS
My Tasks
FRI
3
SAT
4
cotland)
Add a task
10
11
17
18
hool Trip - T
24
25
3 weeks ago
Maga...
Publications

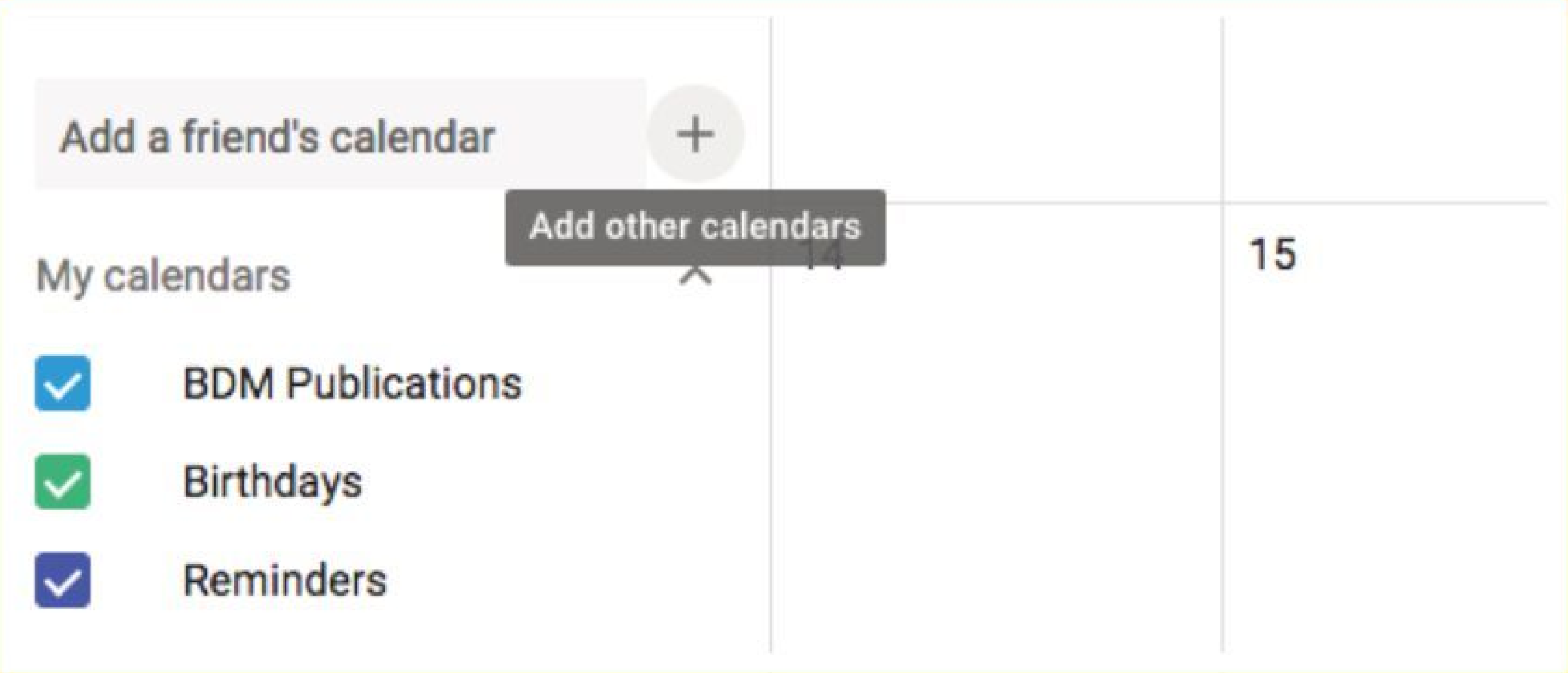
Magazine delivery
Update number of copies ordered. Confirm volumes via email.

Create a New Calendar

With Google Calendar you are not restricted to having one calendar crammed with all your birthdays, events, appointments and holidays. To make things less messy, it is possible to create several calendars if, for example, you want to keep personal and business entries completely separate.

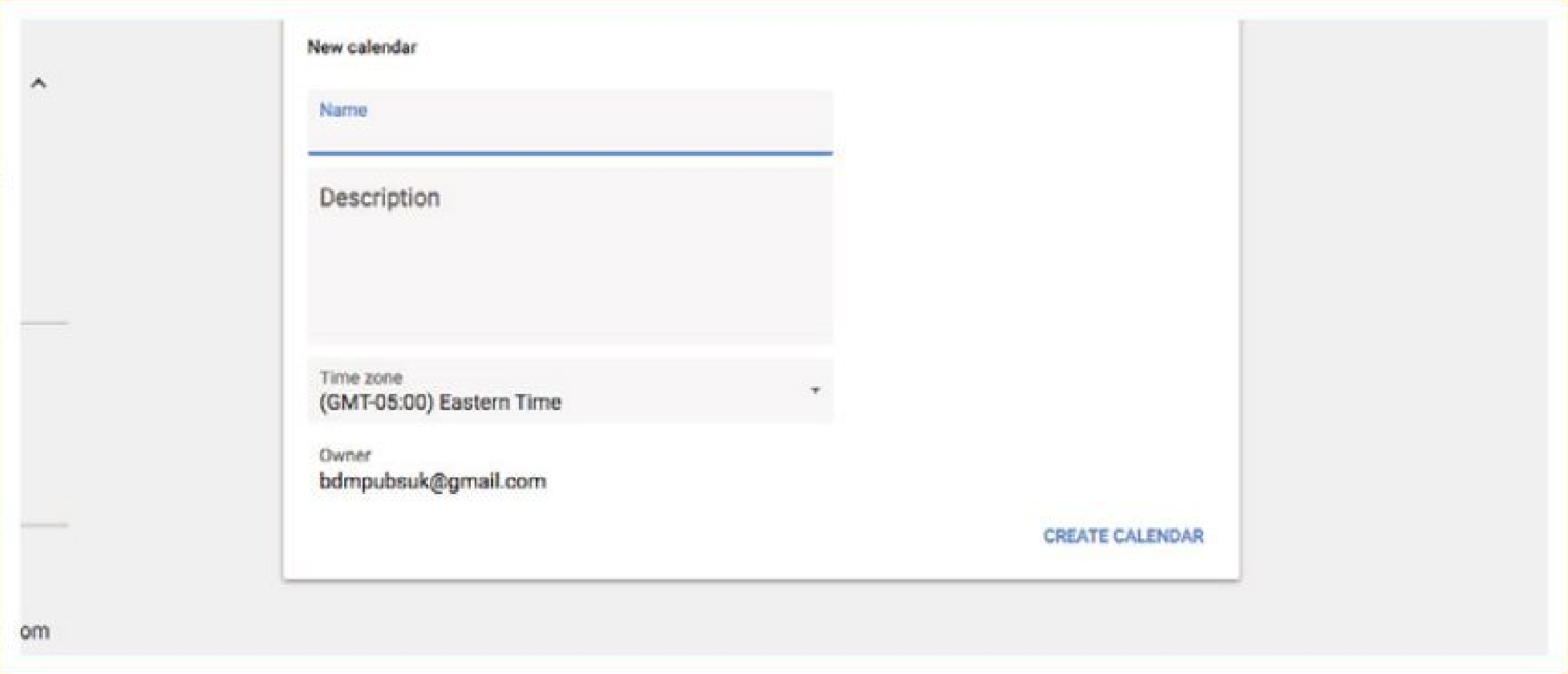
Step 1

❱ At the left-hand side of the Google Calendars screen, look for the section labelled My Calendars. Click on the small arrow button and select Create New Calendar.


Add a friend's calendar
Add other calendars
My calendars
BDM Publications
Birthdays
Reminders
14
15

Step 2

❱ Give your new calendar a title and write a description if you wish. The location box is useful if the calendar is to be public, as it makes it easier for your friends or family to find events on it.

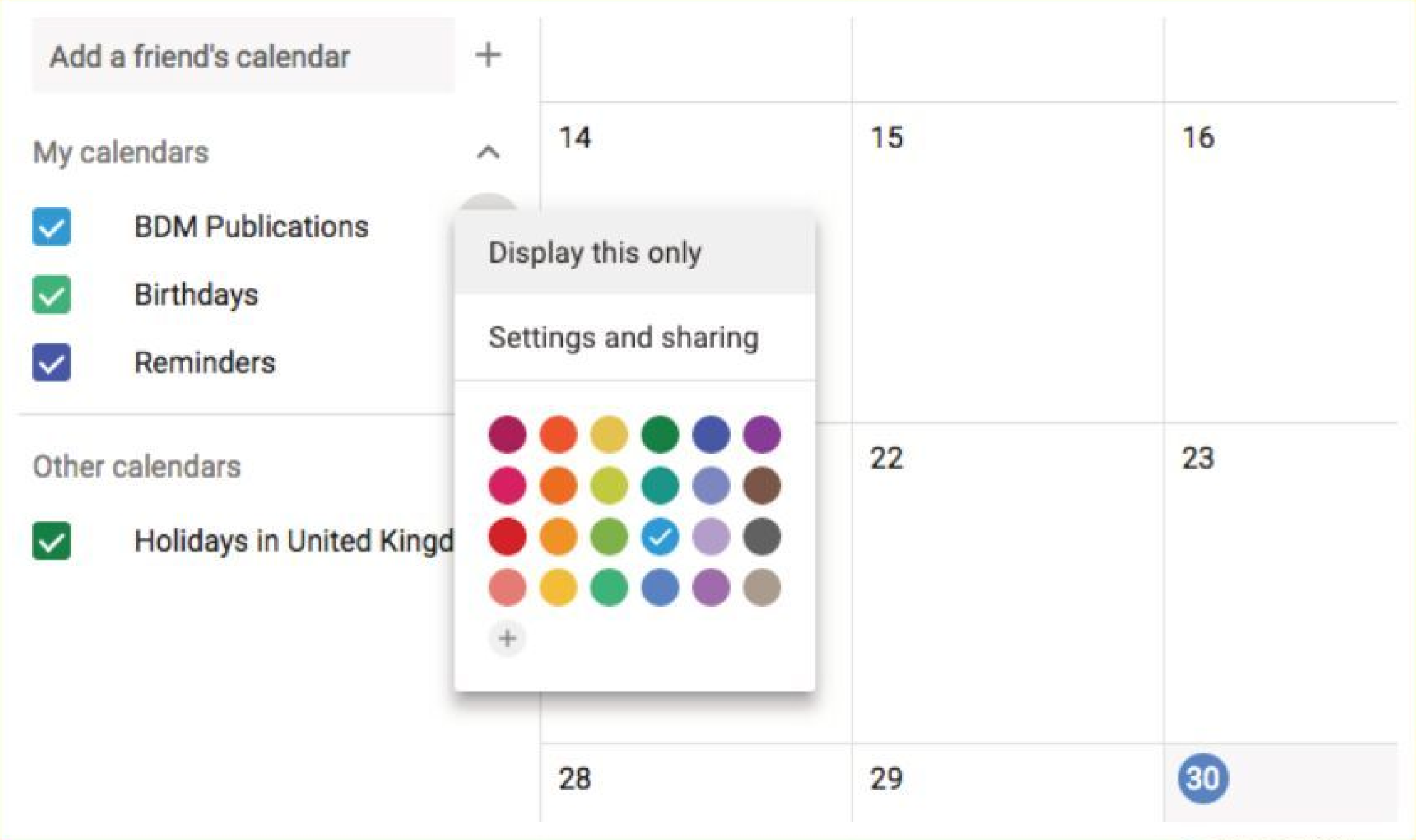

New calendar
Name
Description
CREATE CALENDAR
om

Time zone
(GMT-05:00) Eastern Time

Owner
bdmpubsuk@gmail.com

Step 3

❱ All of the calendars you create will be listed under My Calendars on the left side of your page. Just click on the name to select it. For each of the calendars, you can add, delete and edit events any time you like.

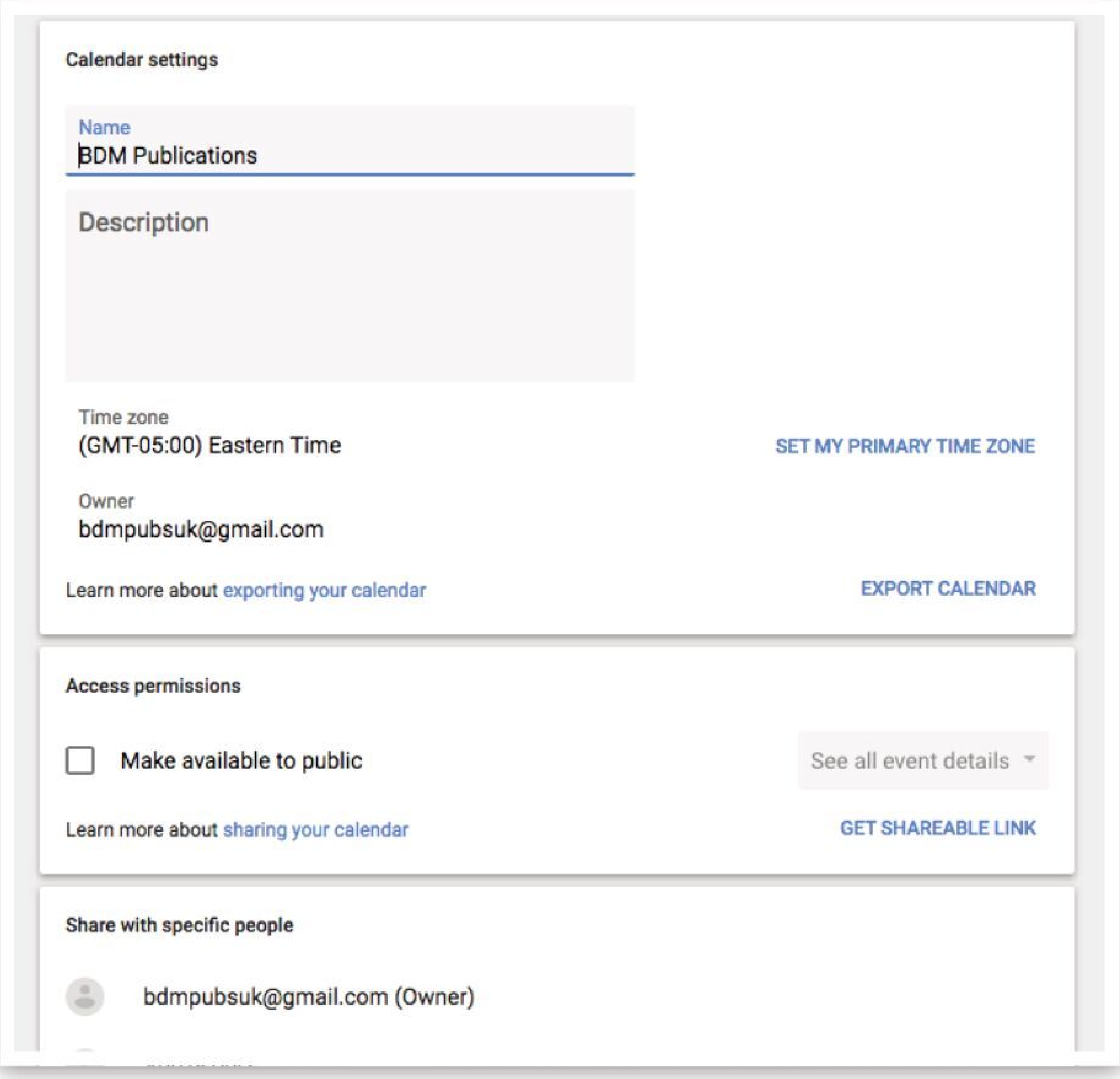

Add a friend's calendar
My calendars
BDM Publications
Birthdays
Reminders
Other calendars
Holidays in United Kingd
Display this only
Settings and sharing
14
15
16
22
23
28
29
30

Sharing Your Calendar

It is possible to share your different calendars with individuals or groups. An email invitation is sent and the contact will be able to view your calendar alongside theirs.

Step 1

› Log in to your Google Calendar and look for the calendar list on the left-hand side of the screen. Roll the mouse over the calendar you want to share and click the small arrow button. Select Share this Calendar from the drop-down menu.



Calendar settings

Name
BDM Publications

Description

Time zone
(GMT-05:00) Eastern Time

Owner
bdmpubsuk@gmail.com

Learn more about exporting your calendar

Access permissions

☐ Make available to public

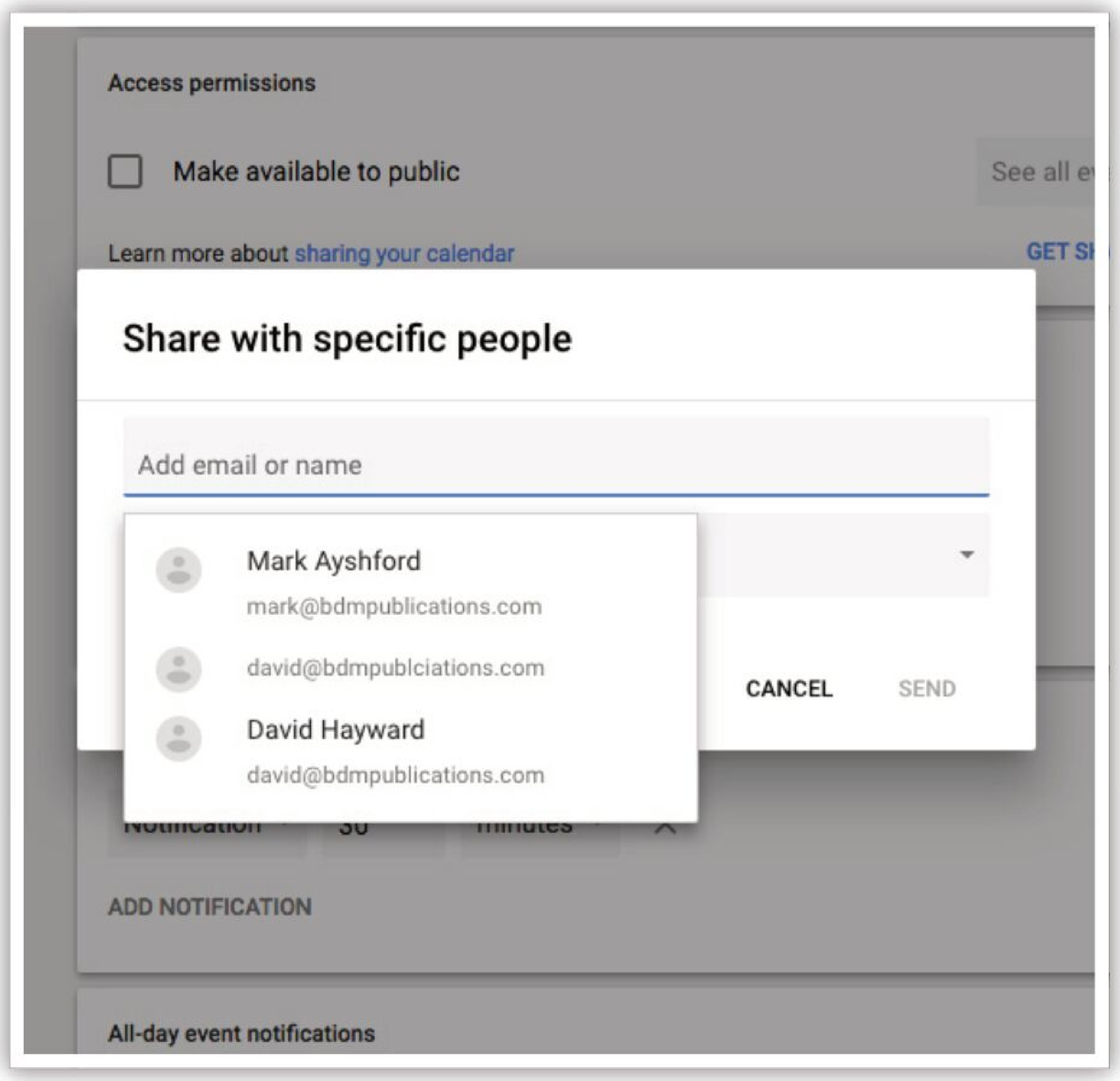
Learn more about sharing your calendar

Share with specific people

bdmpubsuk@gmail.com (Owner)

Step 2

› Enter the email address of the person with whom you want to share your calendar. From the drop-down menu on the right side, select a level of permission (view only or view and make changes), then click Add Person. Click Save to finish.



Access permissions

☐ Make available to public

Learn more about sharing your calendar

Share with specific people

Add email or name

Mark Ayshford
mark@bdmpublications.com

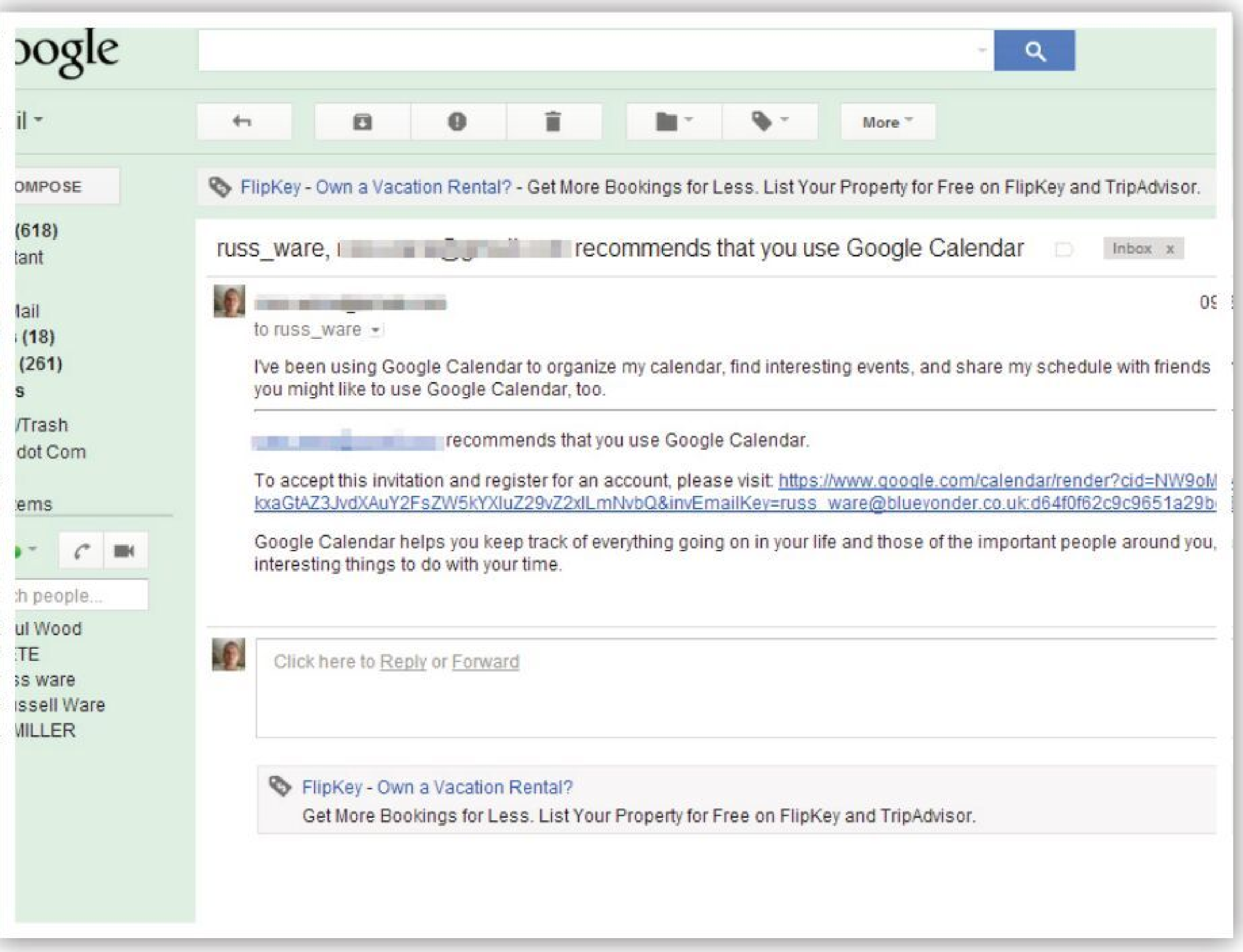
david@bdmpublciations.com

David Hayward
david@bdmpublications.com

All-day event notifications

Step 3

› Once you click Save, the person with whom you selected to share the calendar will receive an email invitation to view your calendar. The person will need to click on the link contained in the email to add the calendar to his/her Other calendars list.



FlipKey - Own a Vacation Rental? - Get More Bookings for Less. List Your Property for Free on FlipKey and TripAdvisor.

russ_ware, [redacted] recommends that you use Google Calendar

[redacted]
to russ_ware

I've been using Google Calendar to organize my calendar, find interesting events, and share my schedule with friends
you might like to use Google Calendar, too.

[redacted] recommends that you use Google Calendar.

To accept this invitation and register for an account, please visit: https://www.google.com/calendar/render?cid=NW9oM
kxaGtAZ3JvdXAuY2FsZW5kYXluZ29vZ2xlLmNvbQ&invEmailKey=russ_ware@blueyonder.co.uk:d64f0f62c9c9651a29b

Google Calendar helps you keep track of everything going on in your life and those of the important people around you,
interesting things to do with your time.

Click here to Reply or Forward

FlipKey - Own a Vacation Rental?
Get More Bookings for Less. List Your Property for Free on FlipKey and TripAdvisor.

What Platforms are Compatible?

Google Calendar uses the iCalendar (iCal) file format to save/share its calendars and the relevant information. Having been created in 1988, this open source software was quickly adopted by a wide array of developers for use in their platform specific calendar apps. What follows is a listing of the platforms and applications that will be compatible with Google Calendar files.

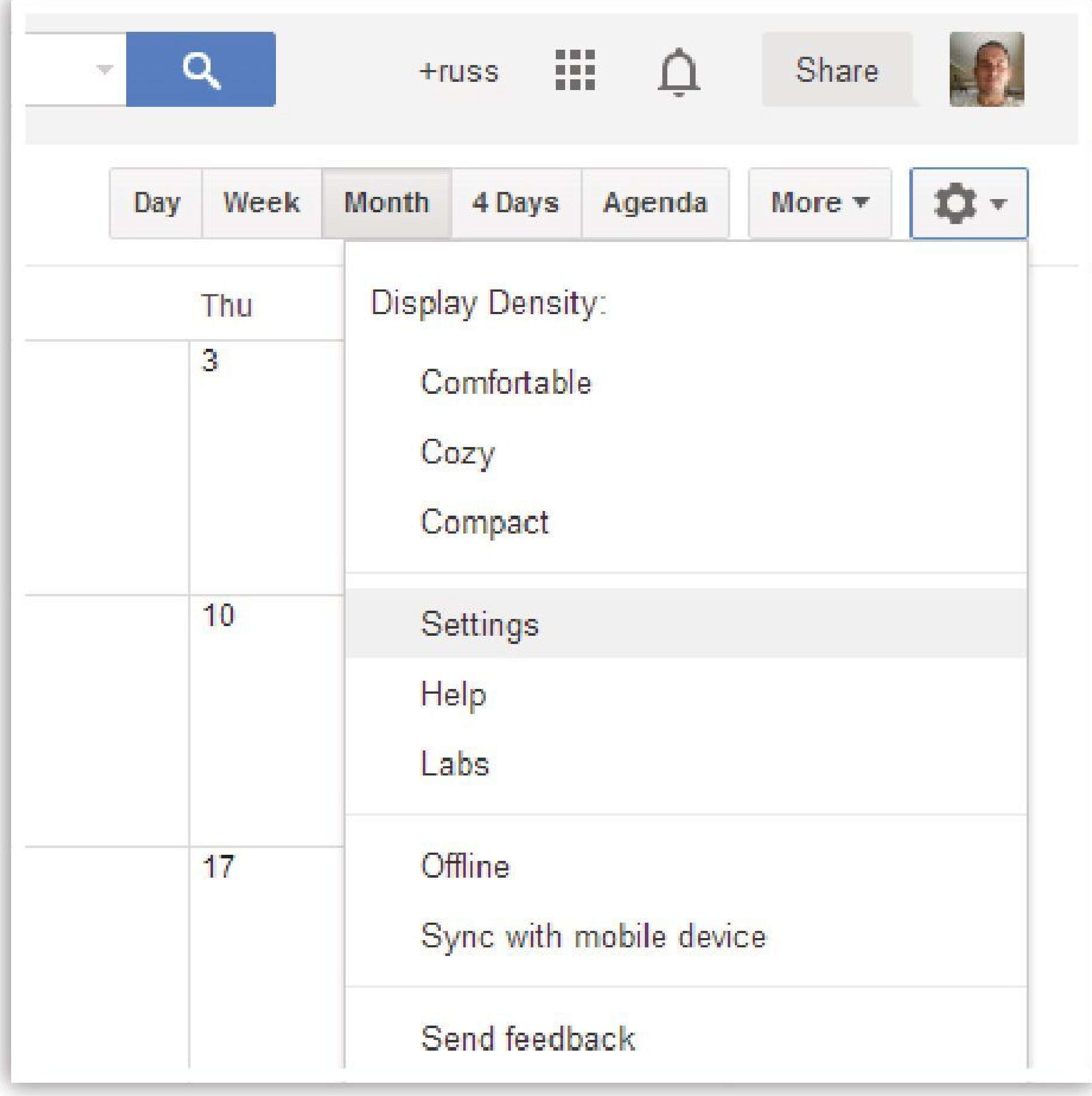
- **Apple**
- **Yahoo!**
- **eM Client**
- **Mozilla**
- **IBM**
- **Microsoft Outlook**
- **Novell GroupWise**

SMS Reminders

If you have Google Calendar on your Android smartphone, your events and reminders can be automatically synced between desktop and mobile. If you don't have Google Calendar on your phone, it is still possible to receive reminders on your mobile.

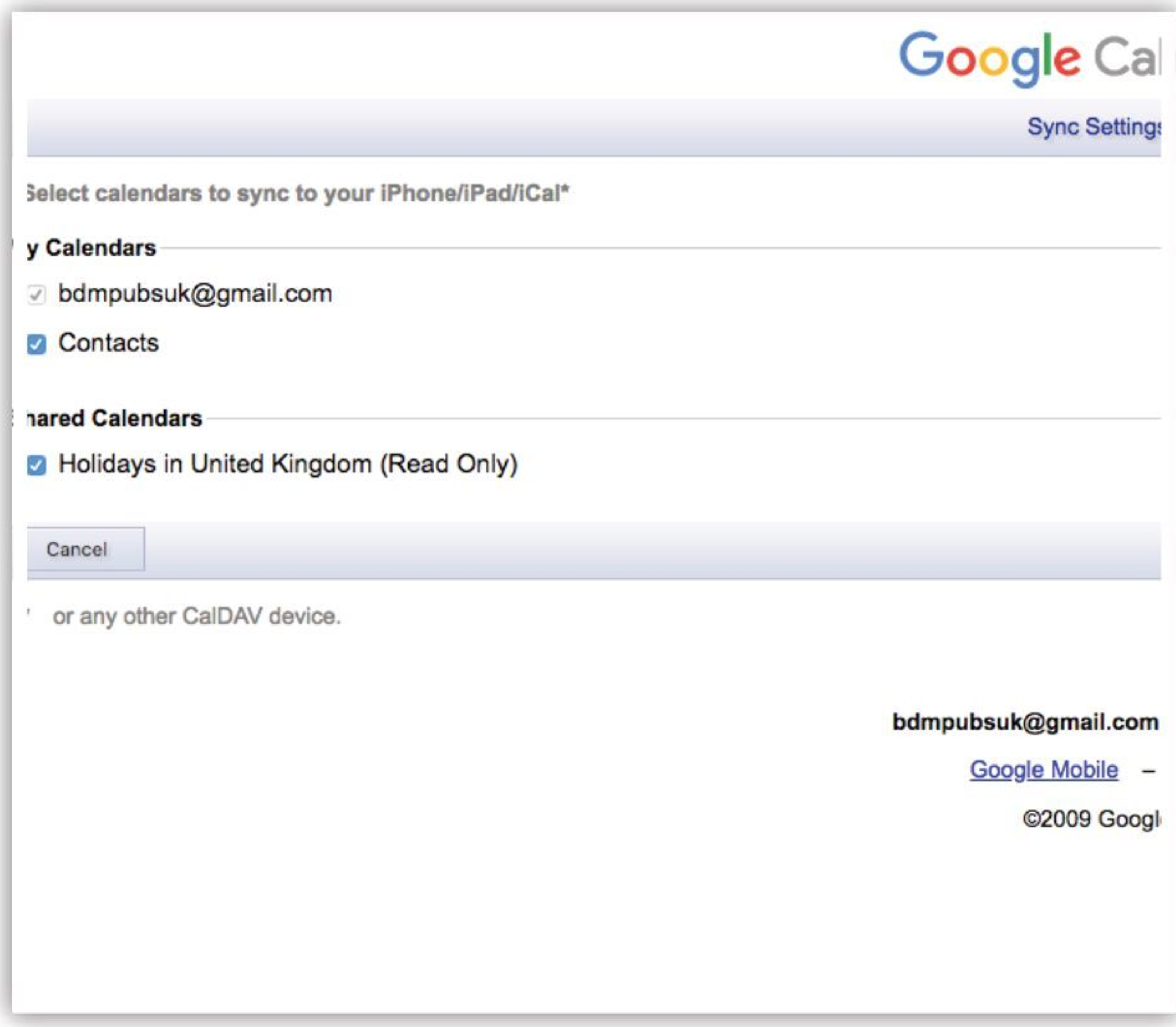
Step 1

› The first thing you need to do is obtain a verification code. This will show you that your phone and carrier is capable of receiving SMS reminders from Google Calendar. Click on the gear icon at the top of the page and select Settings from the menu.


+russ
Share
Day
Week
Month
4 Days
Agenda
More
Thu
3
10
17
Display Density:
Comfortable
Cozy
Compact
Settings
Help
Labs
Offline
Sync with mobile device
Send feedback

Step 2

› Click on the Mobile Setup tab at the top of the settings page. Select your country from the drop-down list and then enter your full mobile phone number. You may also need to select your carrier from the menu that appears.


Google Cal
Sync Setting

ɜelect calendars to sync to your iPhone/iPad/iCal*

y Calendars

☑ bdmpubsuk@gmail.com

☑ Contacts

ɪared Calendars

☑ Holidays in United Kingdom (Read Only)

Cancel

' or any other CalDAV device.

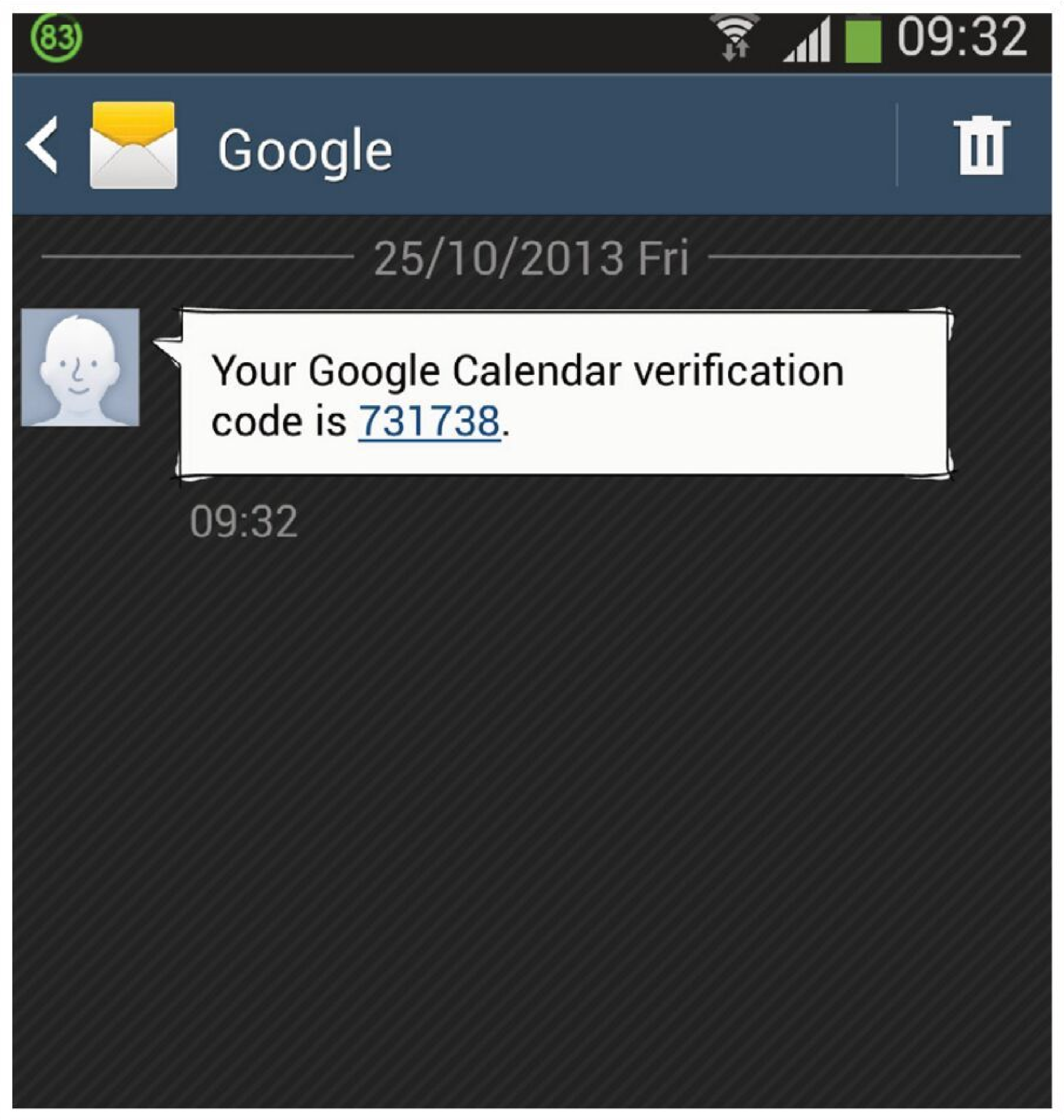
bdmpubsuk@gmail.com

Google Mobile –

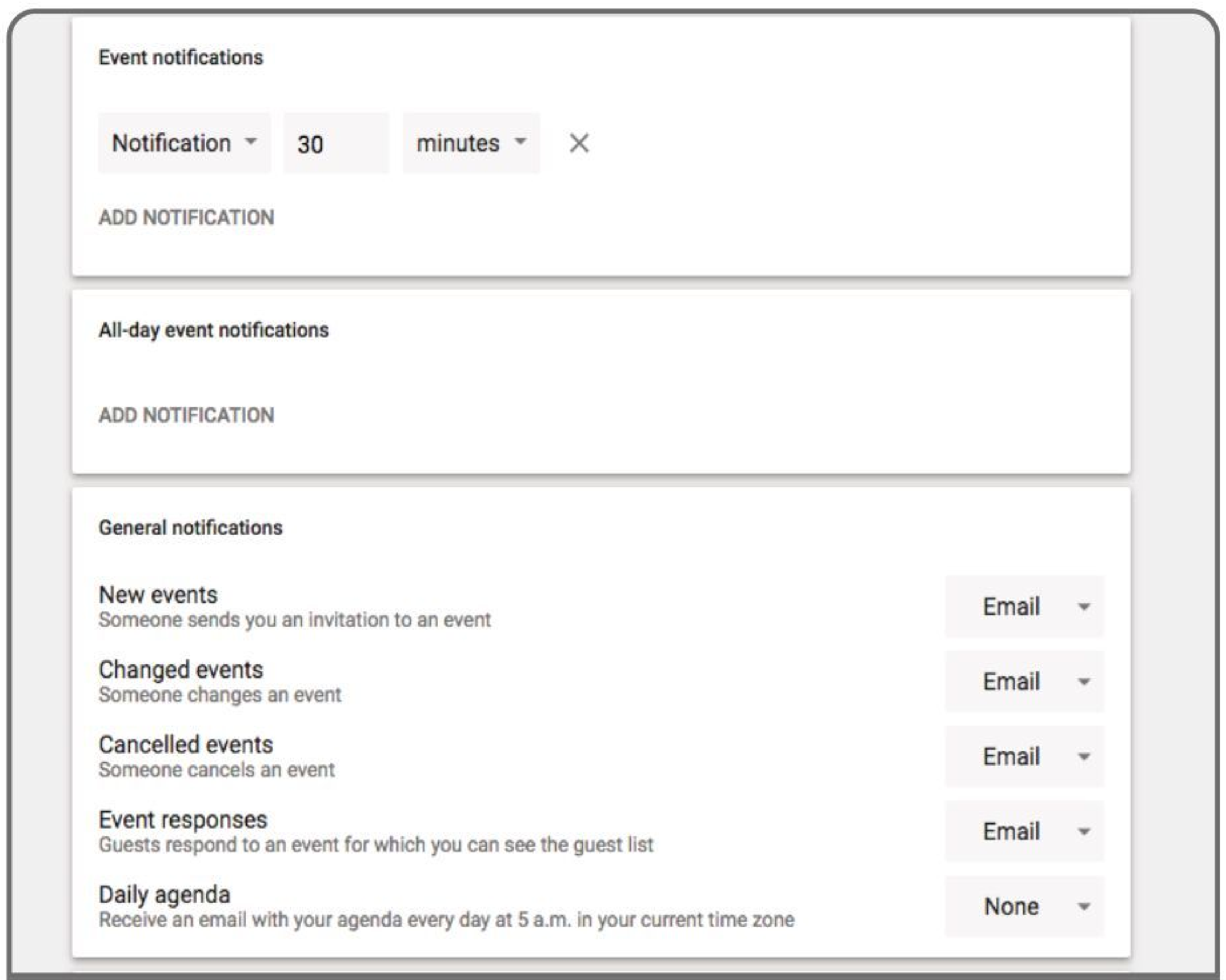
©2009 Googl

Step 3

› If your carrier is supported, click the Send Verification Code button and you receive a text message on your phone. Once you receive this message, enter the code you received in the Verification code field and click the Finish setup button. Click Save.


83
09:32
Google
25/10/2013 Fri
09:32

Your Google Calendar verification code is 731738.



Event notifications

Notification ▾ 30 minutes ▾ ×

ADD NOTIFICATION

All-day event notifications

ADD NOTIFICATION

General notifications

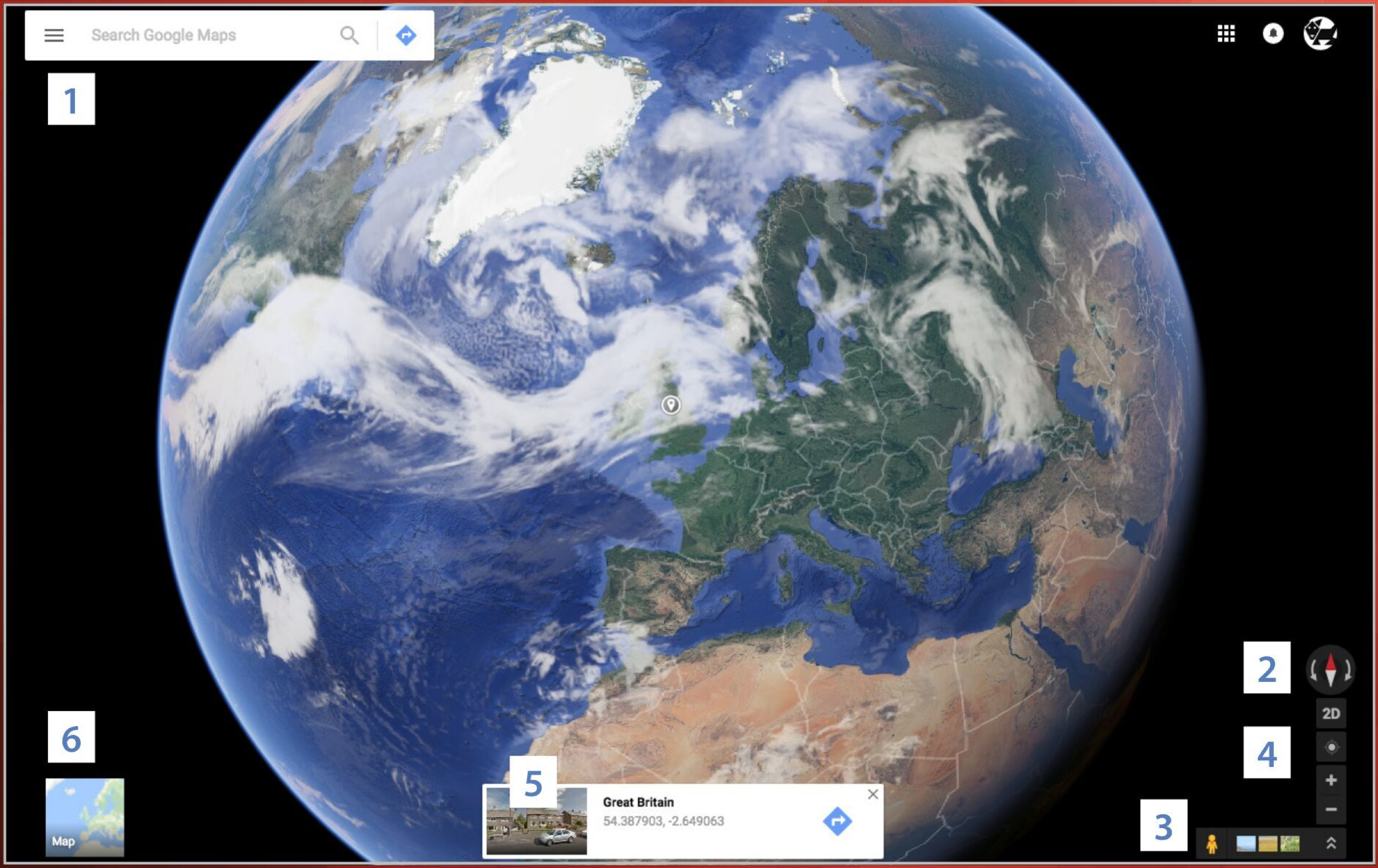
New events Someone sends you an invitation to an event	Email ▾
Changed events Someone changes an event	Email ▾
Cancelled events Someone cancels an event	Email ▾
Event responses Guests respond to an event for which you can see the guest list	Email ▾
Daily agenda Receive an email with your agenda every day at 5 a.m. in your current time zone	None ▾

Notifications

Google Calendar offers a variety of notification options for both email and SMS. When selected, you receive notifications when somebody sends you invitations, updates, replies, or cancellation messages to events. Event organisers however may still choose not to send these notifications when they create or change events. If you deselect the notification options in these settings, you won't receive the respective notifications, even when event creators explicitly click to send invitations or updates.

Get Started with Google Maps

Google Maps is a great service that you view in your web browser or via the app. Depending on your location, you can view basic or custom maps and local business information, and that's just the start. Here's how to get started using Google Maps.



1 Search Maps

❱ You can search for places (towns, cities, addresses) and businesses using the search box at the top of the page. Search for a location and the view will switch to show that location. Search for businesses and the view will remain the same but red dots will appear to show individual businesses. If you search for "railway stations Devon" the map will zoom to the location (Devon) and show all known railway stations in that area.

You can also search for individual businesses by name. If there is more than one business with that name, a list will appear to the left of the map, showing the addresses of each of the businesses. Click on the business in the list to be taken there.

2 Pan Controls

❱ You can use this control to move the view up, down, left and right. You can also scroll around the map by clicking anywhere on it (you will see the mouse pointer change to a hand) and dragging the map in the direction you want to move.

This is a quick and easy way, not only to show off the impressive visuals this app contains but also make navigating easier too.

To navigate around the world with even greater ease; press and hold the mouse button or press your finger on the touch screen, then move the mouse or swipe around the screen. You can also press the hold the SHIFT key to hold the central position and move on a point.

3 Street View

❱ Click on the little man and drag him onto the map. Any road or street that is overlaid in blue can be viewed in Street View. You simply drop the man at the location you want to view. Once in Street View, you can split the map screen so that half shows the map view and half shows the Street View. To do this, click on the box in the bottom right corner of Street View.

4 Zoom Controls

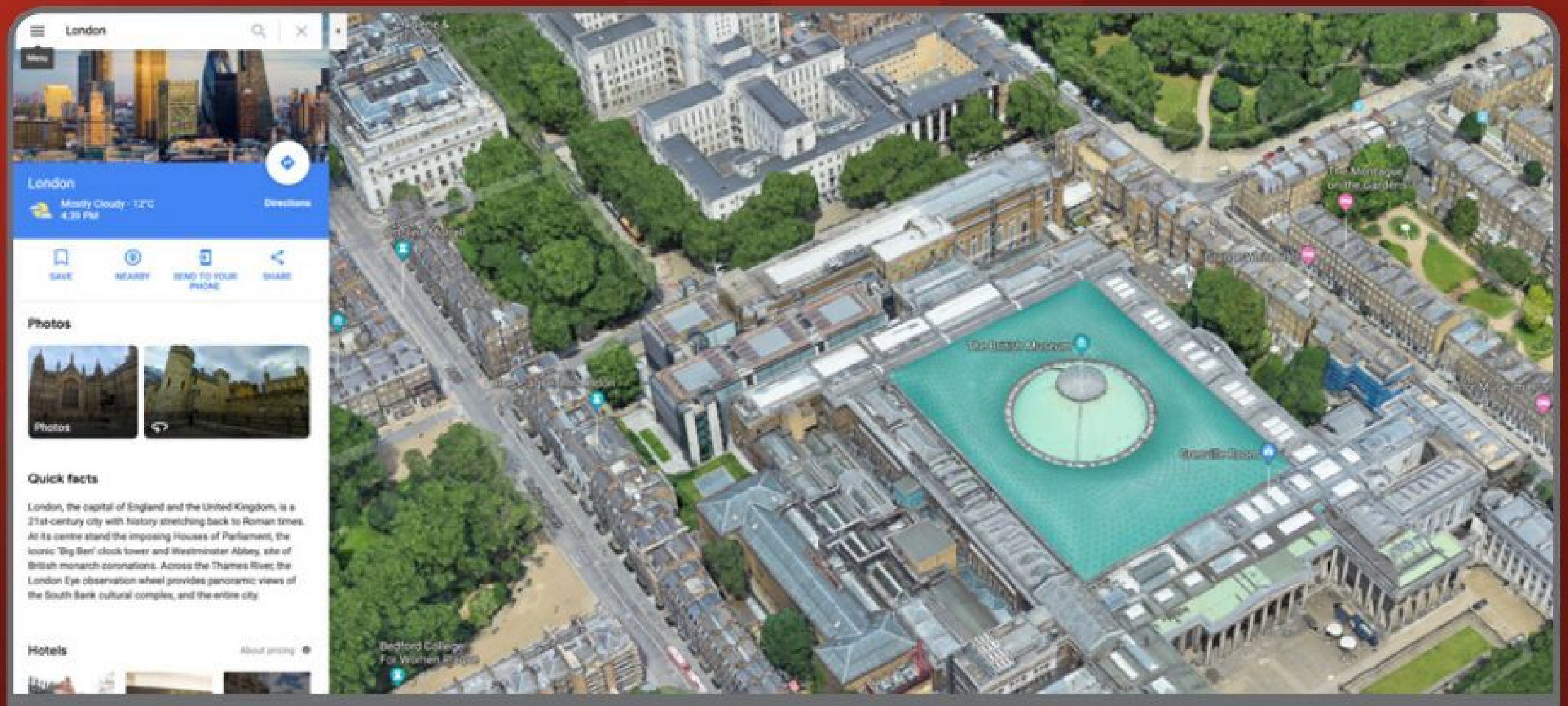
❱ Click the + and – buttons to zoom in and out of the map. You can also click on the slider and drag it up and down to zoom more quickly. If you have a mouse with a scroll wheel on it, you can use this to zoom in and out of the map much more easily.

5 Information Box

❱ Many businesses are shown on the map with an icon next to the name, particularly restaurants, hotels and pubs. Click on the icon to pop up the information box. This will show you the address details, links to reviews and to a website if applicable. You can also click the Directions link to quickly open the Route Planner menu.

6 Map Layers/Map View

❱ These controls let you switch to a flat map view, as well as add layers of information that can be overlaid on the map. These layers include traffic, weather, webcams, photos, public transport information and many others.


London
Directions
Photos
Quick facts
Hotels

MapsGL

You now also have the option to use MapsGL. MapsGL uses new technology called WebGL (Web-based Graphics Library) to enhance the Google Maps experience. WebGL brings 3D graphics to your browser without the need to install additional software. This allows Google to provide seamless transitions between various levels of imagery and different map views. You can view some buildings in 3D and parts of the map using 45 degree aerial images. This is still a beta test of the feature, so it doesn't work everywhere you want to look.

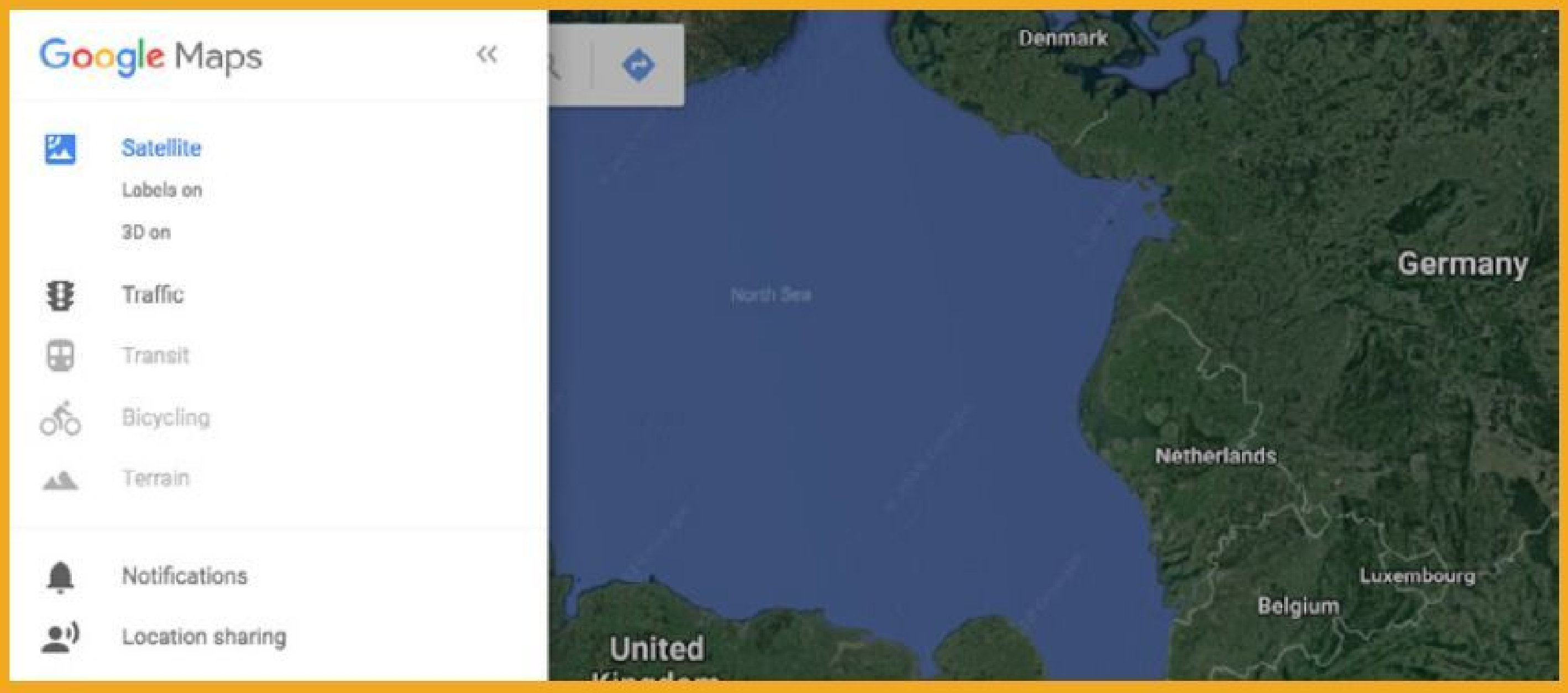
MapsGL requires a certain level of specification in your computer to work. You can check out the recommended specifications at www.maps.google.com.

Your Places

Your Places makes it easy for you to organise content relevant to you on Maps, including maps you have created with My Maps, businesses you have rated in Google+ Local and locations and directions you have previously searched for.

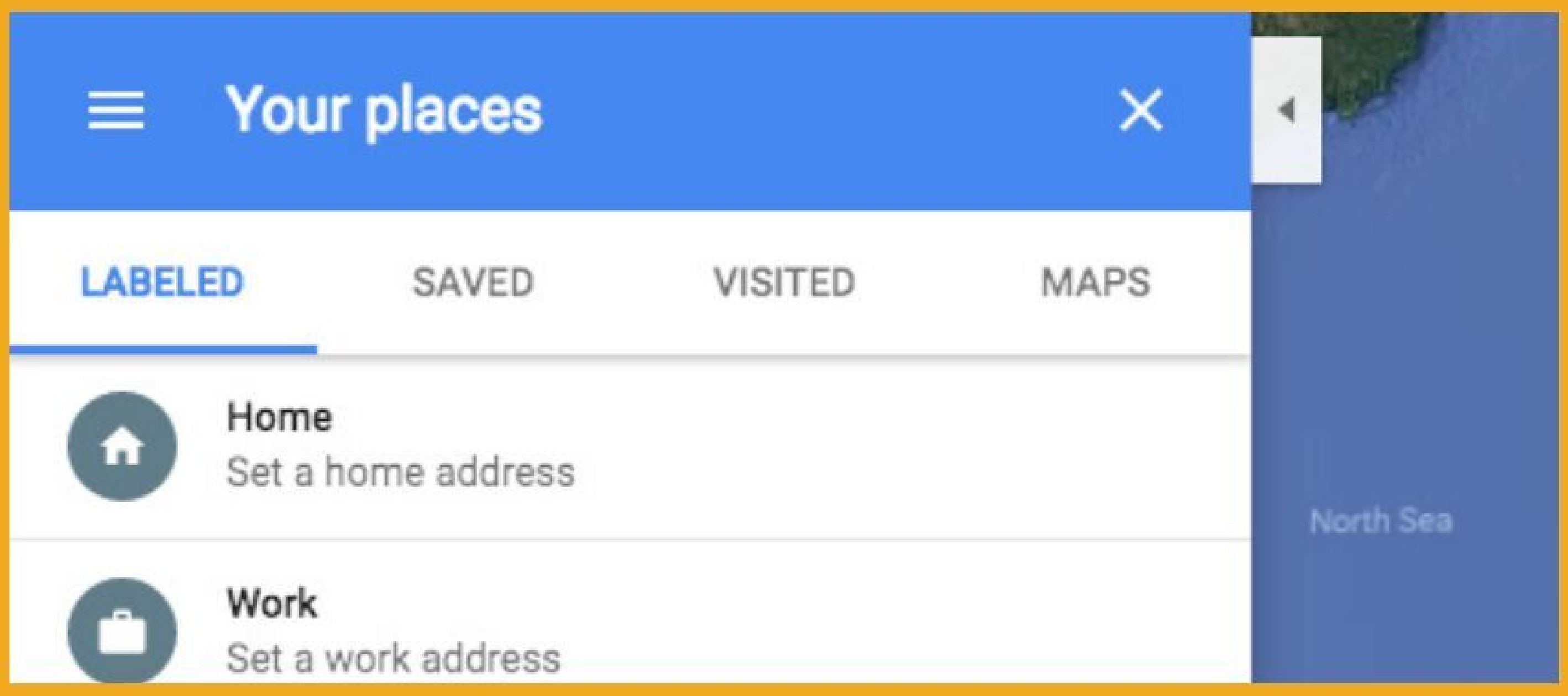
Step 1

❱ To access your content, open Google Maps and click on the Your Places link. If you're not logged in to your Google account, you'll be prompted to sign in before continuing. Your content will appear in the left panel.


Google Maps
Satellite
Labels on
3D on
Traffic
Transit
Bicycling
Terrain
Notifications
Location sharing
Denmark
Germany
North Sea
Netherlands
Belgium
Luxembourg
United

Step 2

❱ Click the tabs at the top to see specific types of information. Your ratings, check-ins, and directions will appear under the More menu. To add a Home and Work location, click on the relevant button.

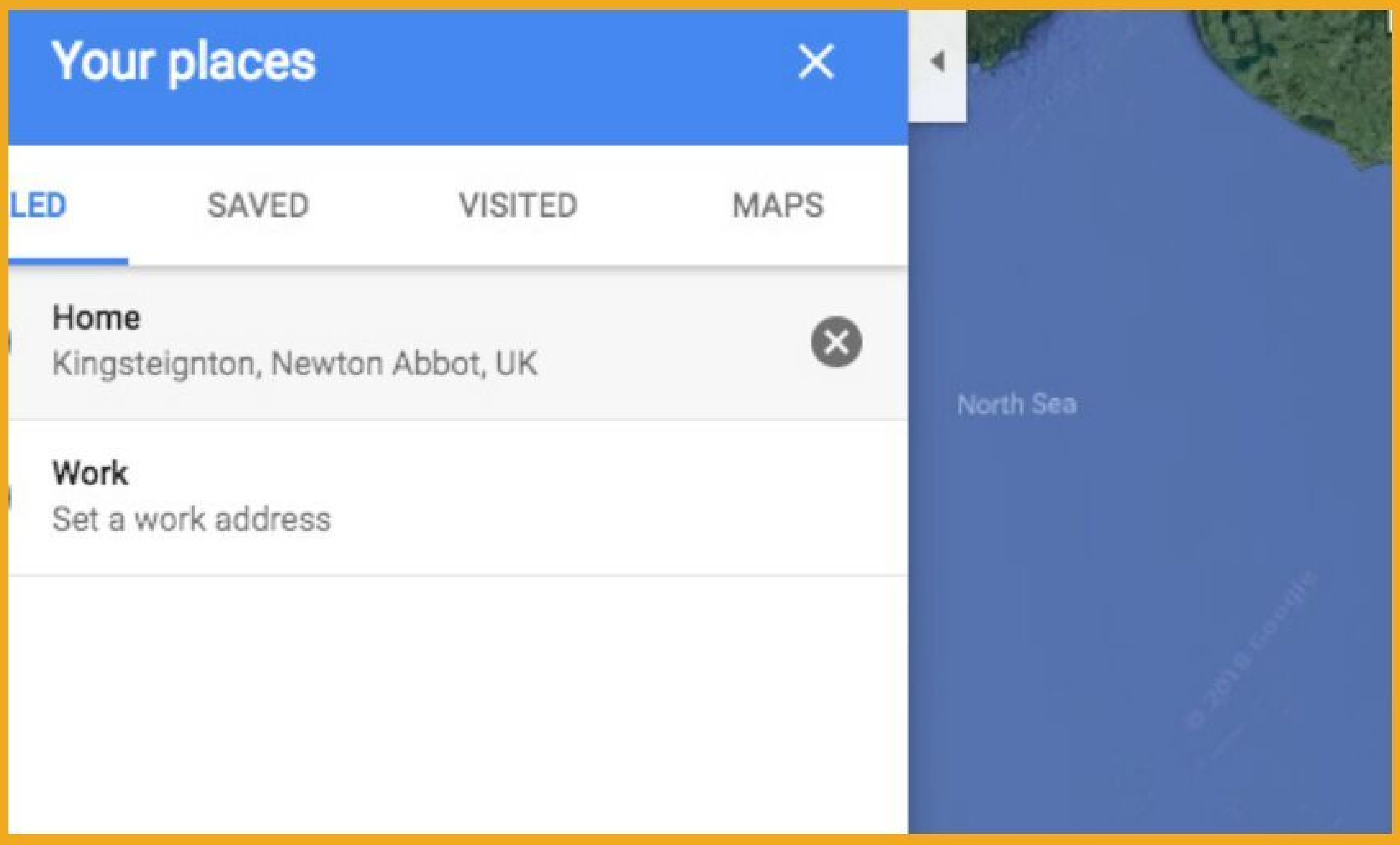

Your places
LABELED
SAVED
VISITED
MAPS
North Sea

Home
Set a home address

Work
Set a work address

Step 3

❱ To delete content, click on the "X" icon to the right of any item. Note that deleting information from the Your Places tab will also permanently remove it from any related activities.


Your places
LED
SAVED
VISITED
MAPS
North Sea

Home
Kingsteignton, Newton Abbot, UK

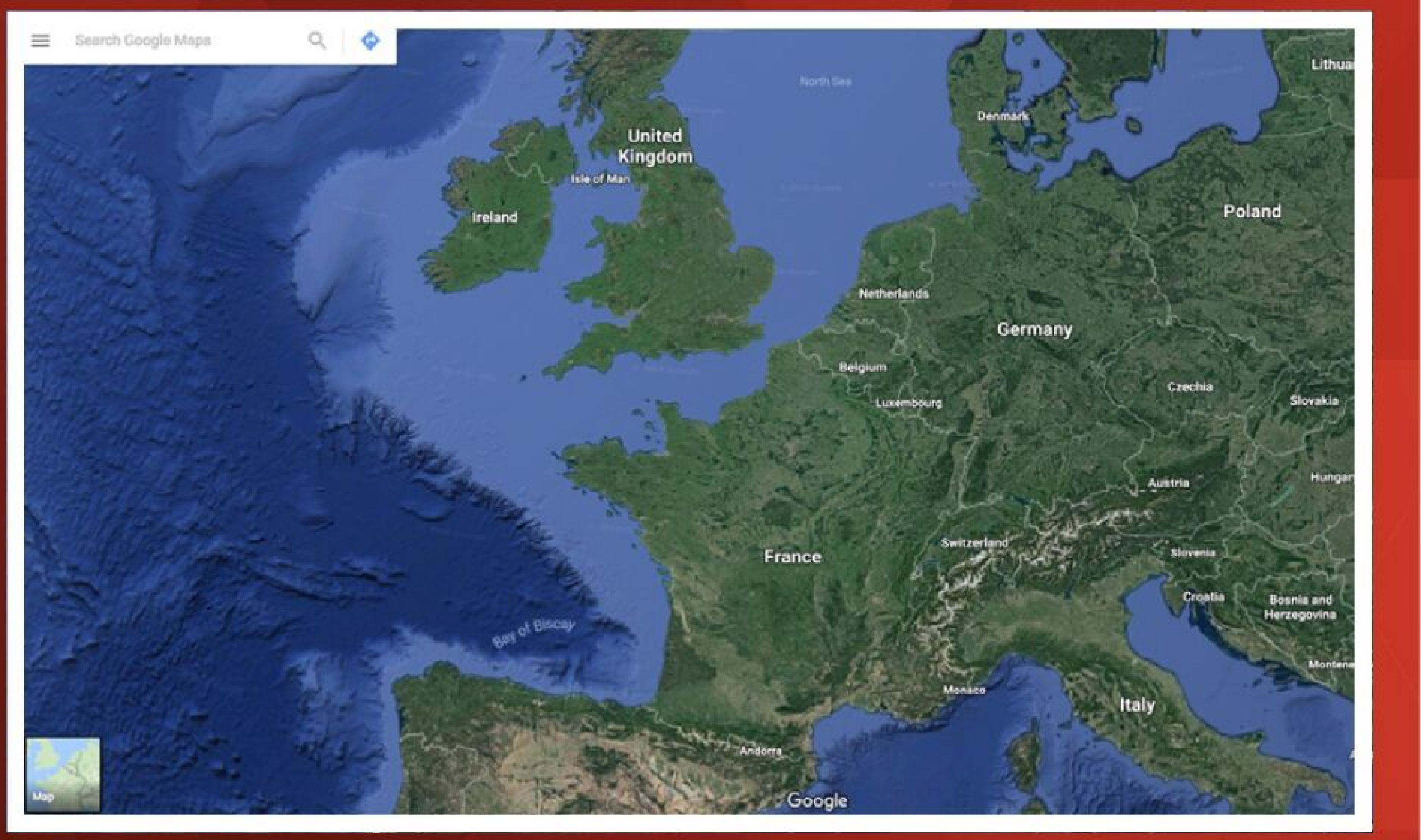
Work
Set a work address

Planning a Route with Maps

Google Maps features a very powerful, and normally very accurate, route planner. You can plan a route by car, on foot or even using public transport. If you save your route to My Maps, you can easily access it again on your mobile device.

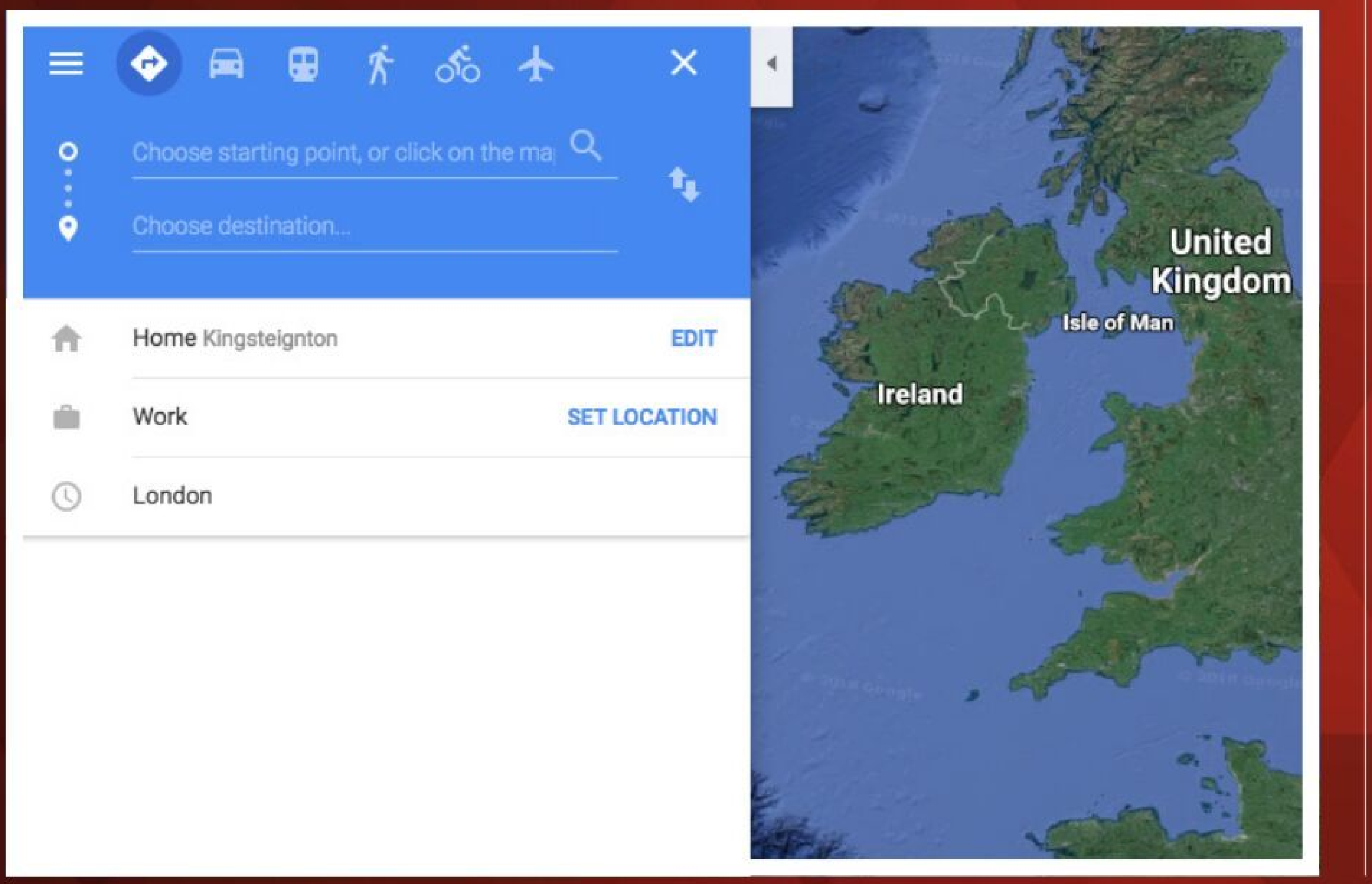
Step 1

❱ Click on the Apps icon at the top right of the Google Search home page and select Maps. The map, normally zoomed out on the country you live in, will be shown on the page and a search box, which will act as your navigation hub. Note: If you aren't signed in to your Google account, do so now.


Search Google Maps
United Kingdom
Isle of Man
Ireland
North Sea
Denmark
Poland
Netherlands
Germany
Belgium
Luxembourg
Czechia
Slovakia
France
Austria
Switzerland
Slovenia
Croatia
Bosnia and Herzegovina
Bay of Biscay
Monaco
Italy
Andorra
Google

Step 2

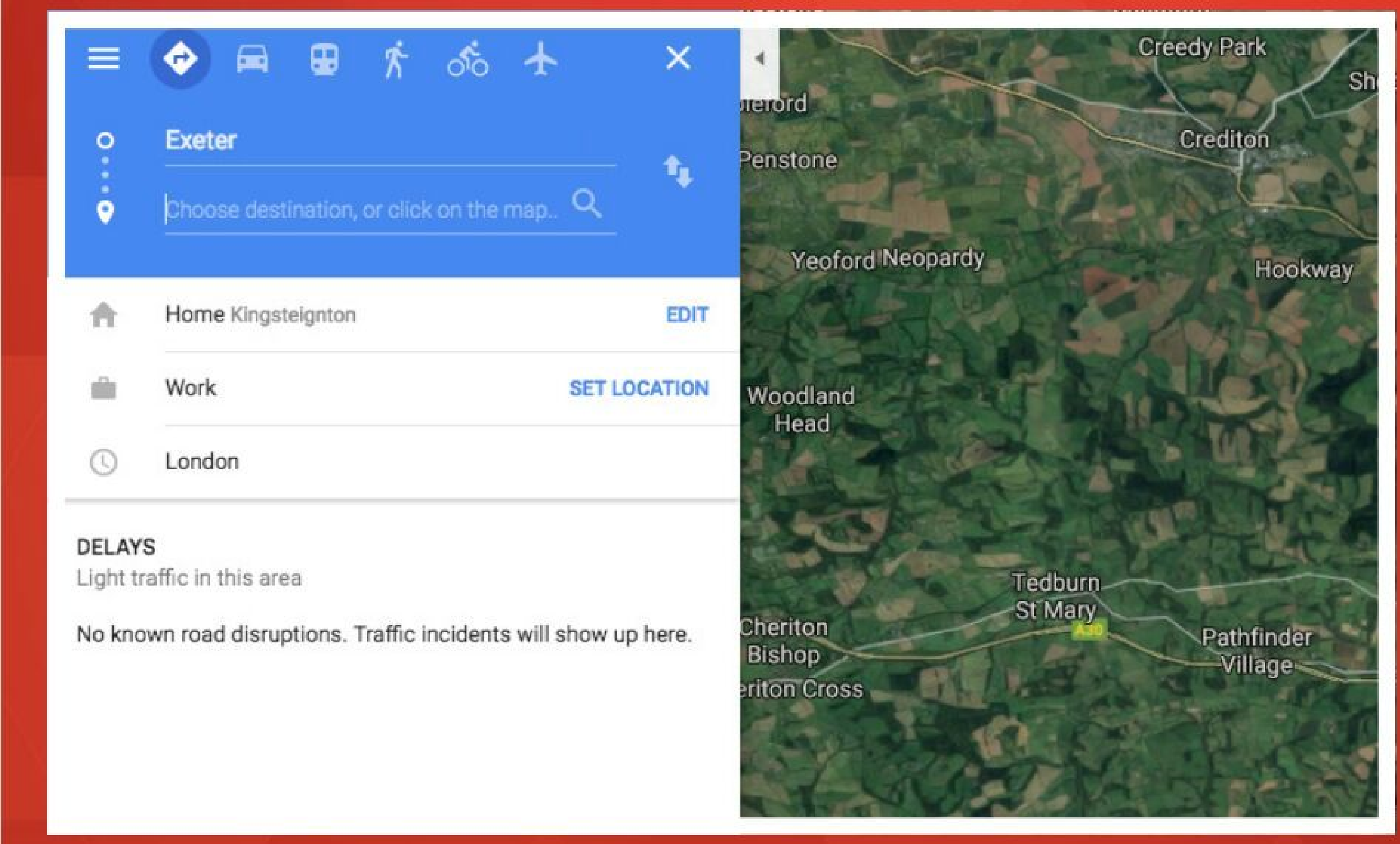
❱ Click on the blue arrow on the search box. Two boxes will appear in the blue bar, these are start and destination input points, along with buttons to choose your mode of transport. These include travelling by car, on foot, by public transport or by bicycle. Click on the mode of transport you will be using.


Choose starting point, or click on the map
Choose destination...
EDIT
SET LOCATION
United Kingdom
Isle of Man
Ireland

Home Kingsteignton
Work
London

Step 3

❱ In the start box, type the starting point for your journey. If you have added a home address to My Places, and if your journey starts at home, you can simply type Home in the first box. If not, type your preferred starting locations. This can be an address or even just a town or city.

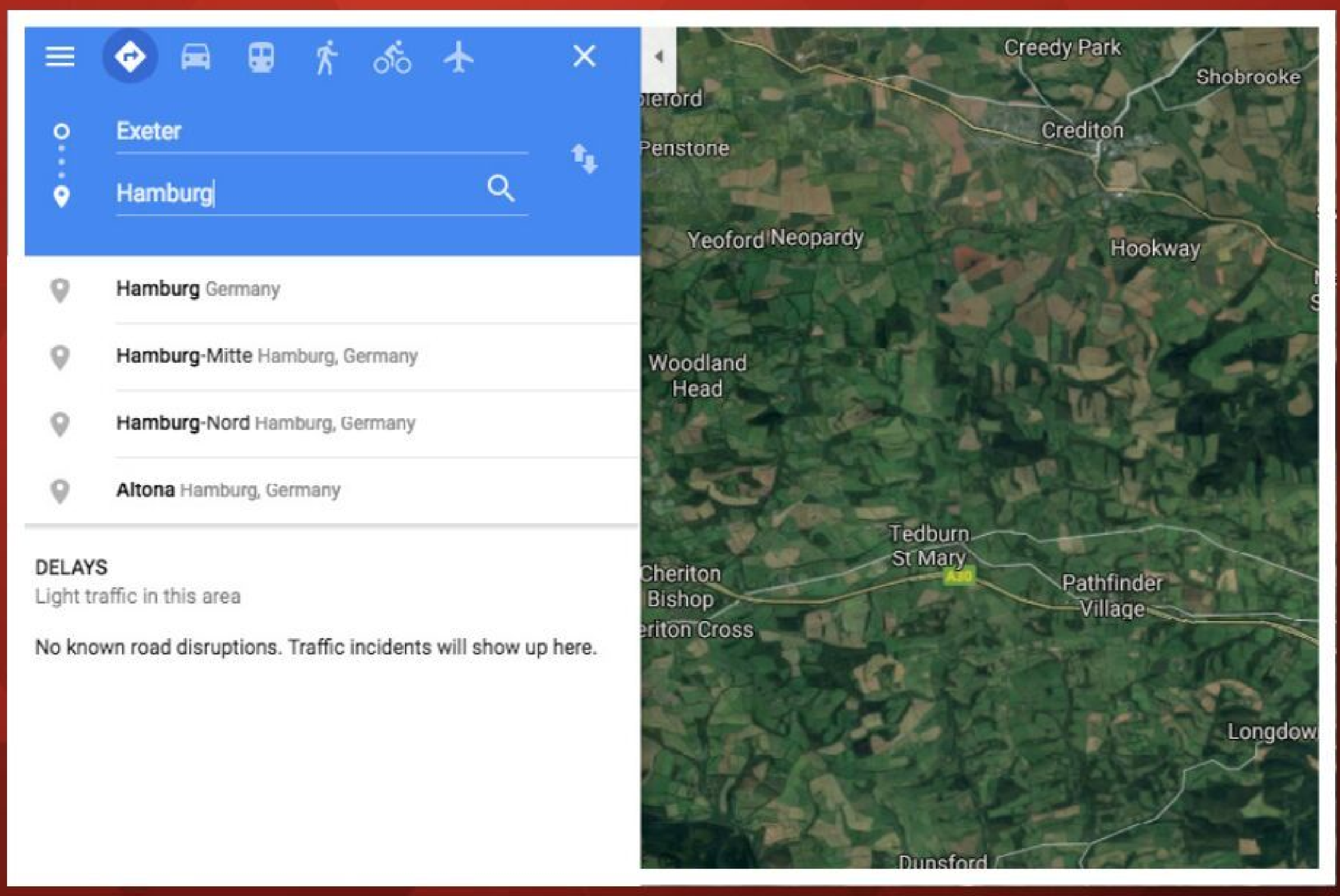

Choose destination, or click on the map...
EDIT
SET LOCATION
Creedy Park
Crediton
Penstone
Yeoford
Neopardy
Hookway
Woodland Head
Tedburn St Mary
Cheriton Bishop
Pathfinder Village

Exeter
Home Kingsteignton
Work
London

DELAYS
Light traffic in this area
No known road disruptions. Traffic incidents will show up here.

Step 4

❱ Type your destination in the second box. Again, this can be an exact address or a town or city. Suggestions will appear as you type, so make sure you select the correct address; there will almost certainly be more than one instance of your street name to be found.

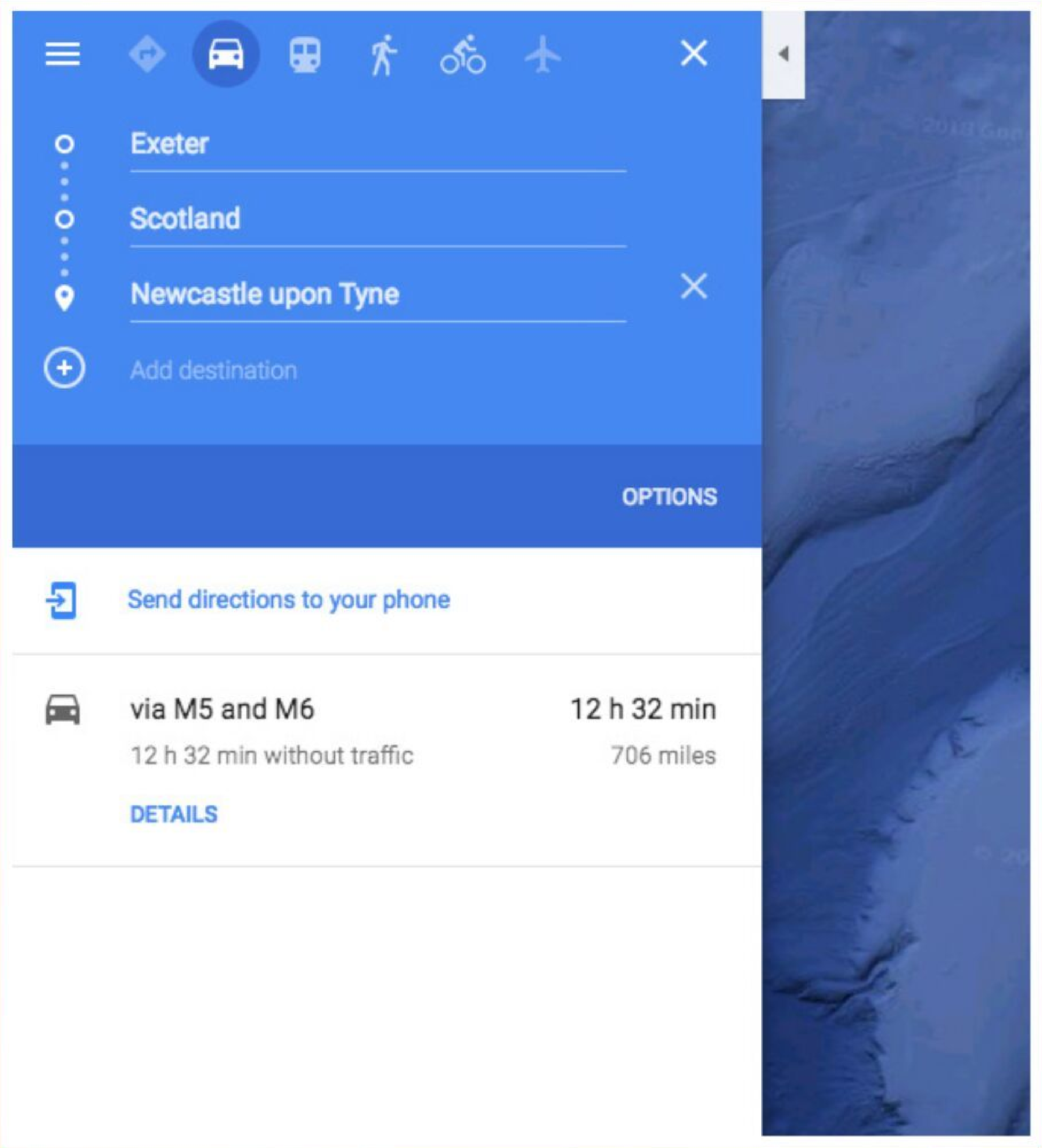

Creedy Park
Shobrooke
Crediton
Penstone
Yeoford
Neopardy
Hookway
Woodland Head
Tedburn St Mary
Cheriton Bishop
Pathfinder Village
Longdown
Dunsford

Exeter
Hamburg
Hamburg Germany
Hamburg-Mitte Hamburg, Germany
Hamburg-Nord Hamburg, Germany
Altona Hamburg, Germany

DELAYS
Light traffic in this area
No known road disruptions. Traffic incidents will show up here.

Step 5

❱ With both starting point and destination completed, Google Maps will automatically generate your route. If you want to include additional stopping points to your journey, click on Add Destination and a third box will appear. Remove this box by clicking the X next to it.



Exeter

Scotland

Newcastle upon Tyne

Add destination

OPTIONS

Send directions to your phone

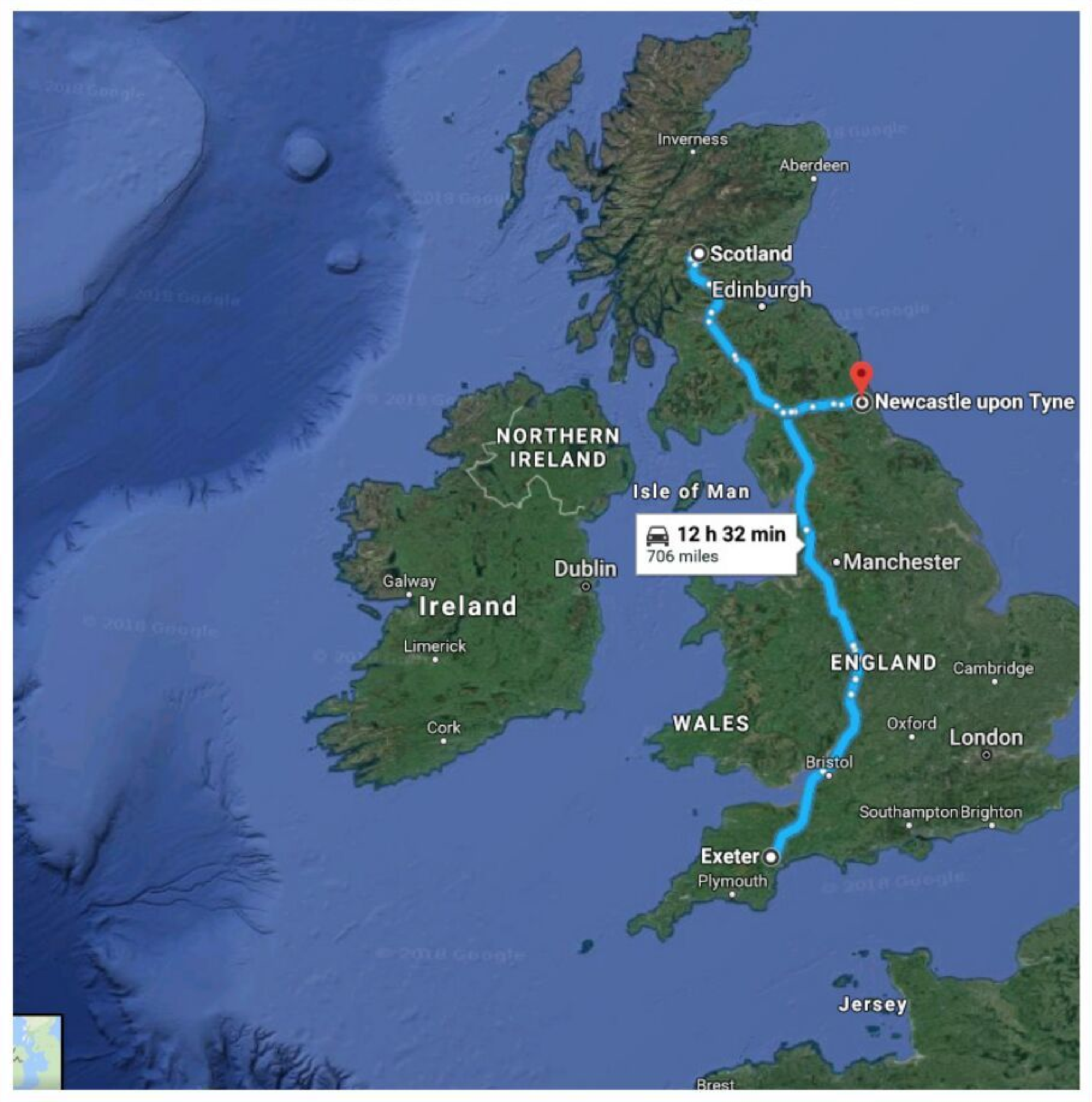
via M5 and M6 12 h 32 min

12 h 32 min without traffic 706 miles

DETAILS

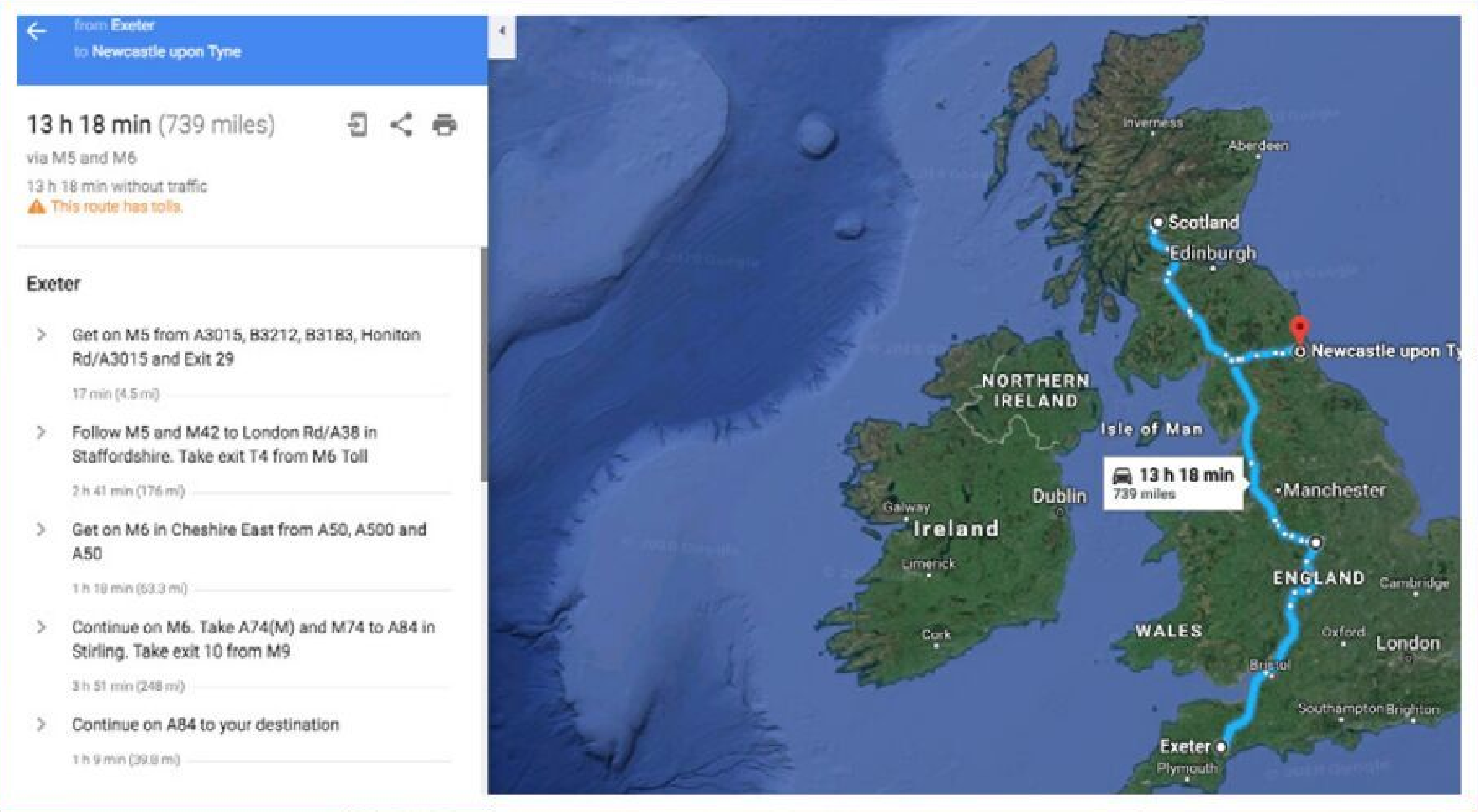
Step 6

❱ Having generated your route, the map screen will zoom in to show the complete journey highlighted in blue. You can zoom in and out as normal if you want to get a closer look at the route. You can also alter the route by clicking on any part of it and dragging the blue line.


Inverness
Aberdeen
Scotland
Edinburgh
Newcastle upon Tyne
NORTHERN IRELAND
Isle of Man
12 h 32 min
706 miles
Manchester
Galway
Dublin
Ireland
Limerick
ENGLAND
Cambridge
Cork
WALES
Oxford
London
Bristol
Southampton
Brighton
Exeter
Plymouth
Jersey
Brest

Step 7

❱ The route is shown as a list of directions in the left-hand column which is accessed by clicking the Details icon. At the top of the list the distance and the estimated journey time is displayed. Roll your mouse over the list and you will see a marker displayed on the map at different junctions, roundabouts, etc.



from Exeter
to Newcastle upon Tyne

13 h 18 min (739 miles)

via M5 and M6

13 h 18 min without traffic

⚠ This route has tolls.

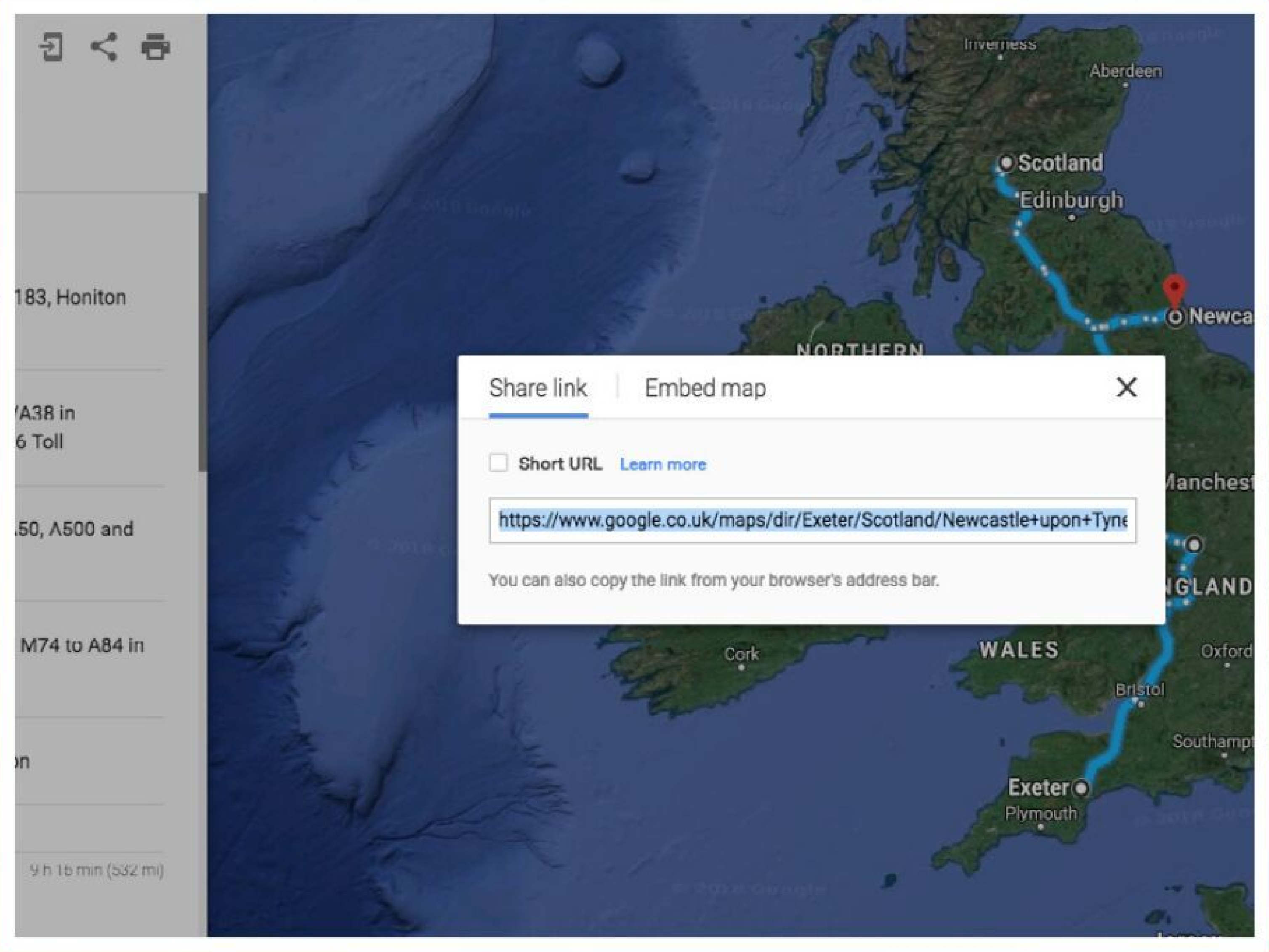
Exeter

- Get on M5 from A3015, B3212, B3183, Honiton Rd/A3015 and Exit 29
  17 min (4.5 mi)
- Follow M5 and M42 to London Rd/A38 in Staffordshire. Take exit T4 from M6 Toll
  2 h 41 min (176 mi)
- Get on M6 in Cheshire East from A50, A500 and A50
  1 h 18 min (63.3 mi)
- Continue on M6. Take A74(M) and M74 to A84 in Stirling. Take exit 10 from M9
  3 h 51 min (248 mi)
- Continue on A84 to your destination
  1 h 9 min (39.8 mi)

Inverness
Aberdeen
Scotland
Edinburgh
Newcastle upon Tyne
NORTHERN IRELAND
Isle of Man
13 h 18 min
739 miles
Dublin
Manchester
Galway
Ireland
Limerick
ENGLAND
Cambridge
Cork
WALES
Oxford
London
Bristol
Southampton
Brighton
Exeter
Plymouth

Step 8

❱ Scroll to the top of the directions list and you will see three icons, a link to save the route to My Maps. Share the details and you can also print directions directly by clicking the printer button. You can choose to show the map or just the directions on your printout.



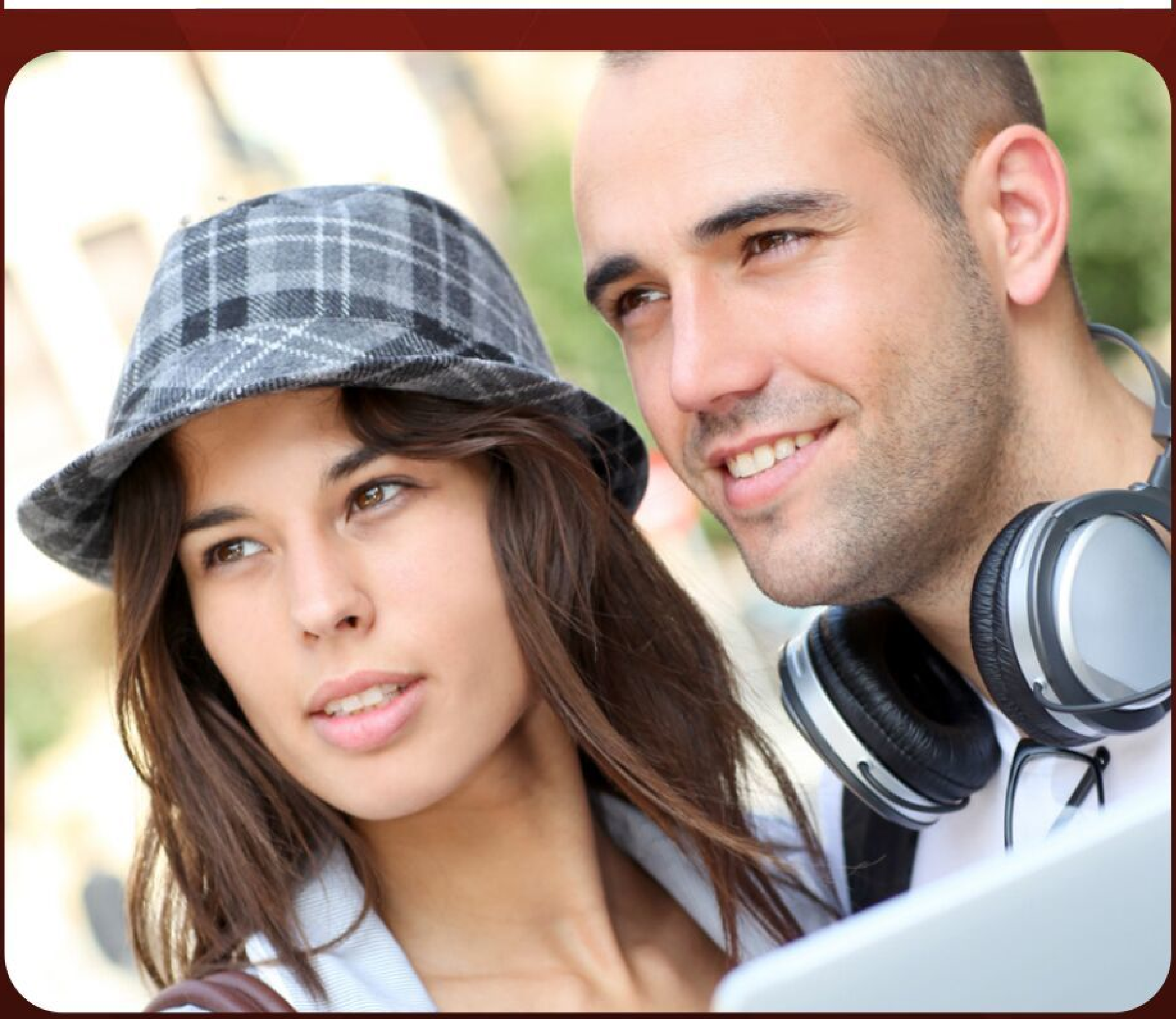
Share link | Embed map ✕

☐ Short URL Learn more

https://www.google.co.uk/maps/dir/Exeter/Scotland/Newcastle+upon+Tyne

You can also copy the link from your browser's address bar.

Inverness
Aberdeen
Scotland
Edinburgh
Newca
NORTHERN
Manchest
NGLAND
Cork
WALES
Oxford
Bristol
Southamp
Exeter
Plymouth

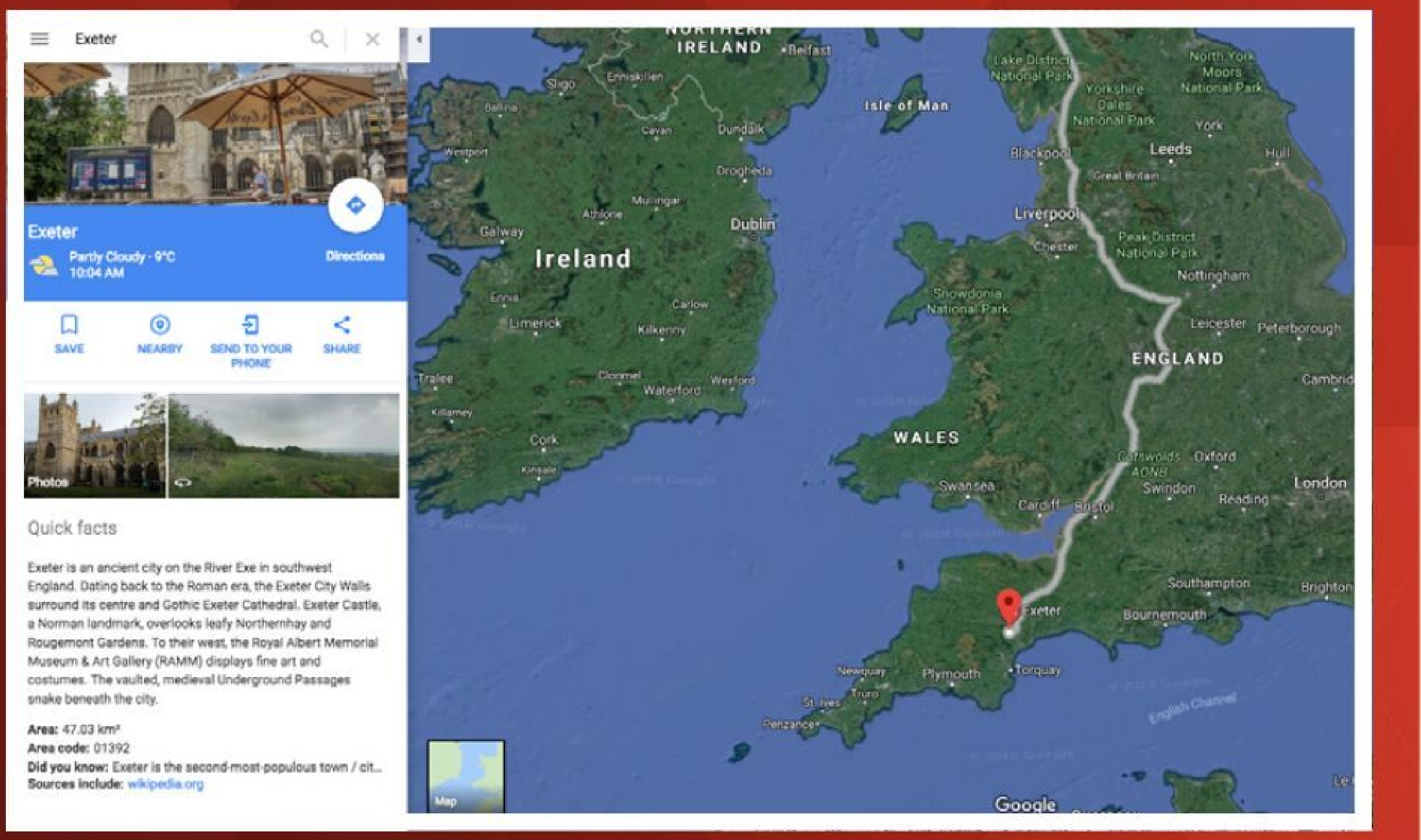


Using Google Street View

Street View is a feature of Google Maps that allows you to quickly and easily view and navigate high-resolution, 360-degree street level images of various cities around the world. With this guide you can learn the new ways to enter Street View.

Step 1

❱ To start using Street View, open the Google Maps page by clicking on the Maps link on the Google Search home page. Type the name of the street, town or city you want to start viewing in the search box at the top of the screen.

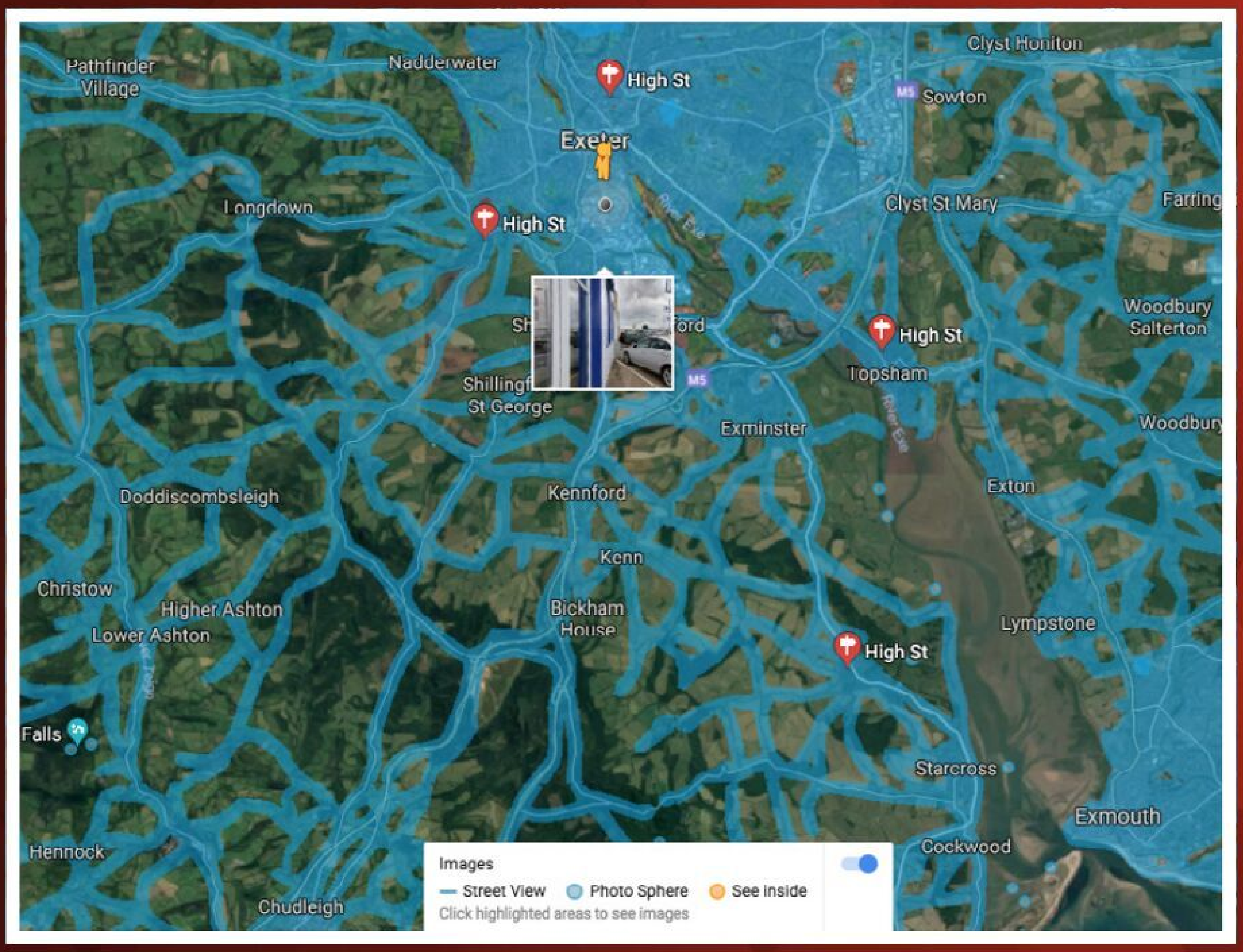

Exeter
Exeter
Partly Cloudy · 9°C
10:04 AM
Directions
SAVE
NEARBY
SEND TO YOUR PHONE
SHARE
Photos
Quick facts
NORTHERN IRELAND
Isle of Man
Ireland
WALES
ENGLAND
Liverpool
Leeds
Dublin
London
Exeter
Plymouth
Map
Google

Exeter is an ancient city on the River Exe in southwest England. Dating back to the Roman era, the Exeter City Walls surround its centre and Gothic Exeter Cathedral. Exeter Castle, a Norman landmark, overlooks leafy Northernhay and Rougemont Gardens. To their west, the Royal Albert Memorial Museum & Art Gallery (RAMM) displays fine art and costumes. The vaulted, medieval Underground Passages snake beneath the city.

Area: 47.03 km²
Area code: 01392
Did you know: Exeter is the second-most-populous town / cit...
Sources include: wikipedia.org

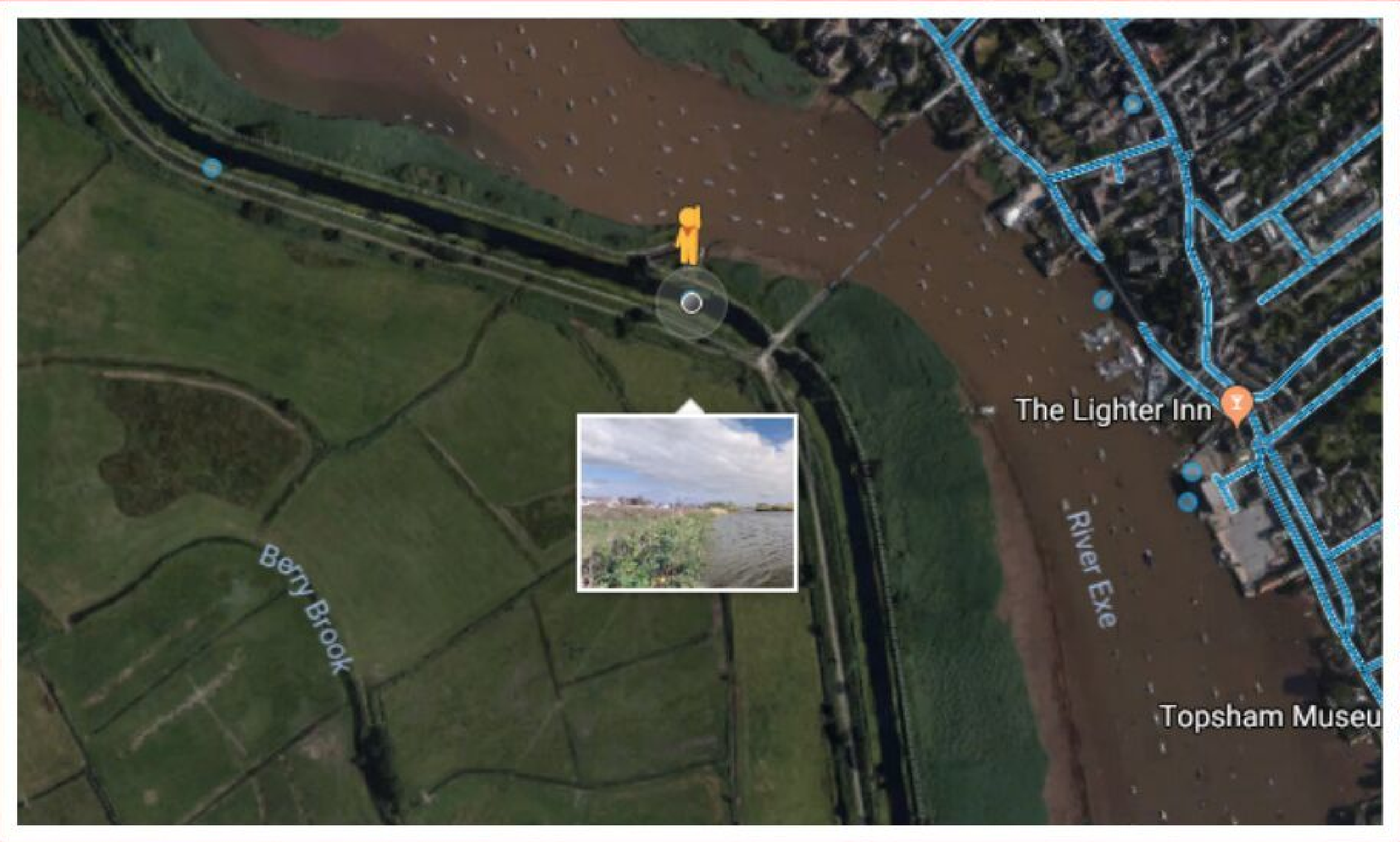
Step 2

❱ When the map has zoomed in to show the area you searched for, click and drag the little yellow man from the bottom of the map zoom controls, onto the map. Blue lines will appear to show which streets and roads have been captured for Street View.


Pathfinder Village
Nadderwater
High St
Exeter
Clyst Honiton
Sowton
Longdown
High St
Clyst St Mary
Farring
Woodbury Salterton
High St
Topsham
Shillingford St George
Exminster
Woodbury
Doddiscombsleigh
Kennford
Exton
Christow
Higher Ashton
Lower Ashton
Kenn
Bickham House
Lympstone
High St
Falls
Starcross
Exmouth
Hennock
Chudleigh
Cockwood
Images
Street View
Photo Sphere
See inside
Click highlighted areas to see images

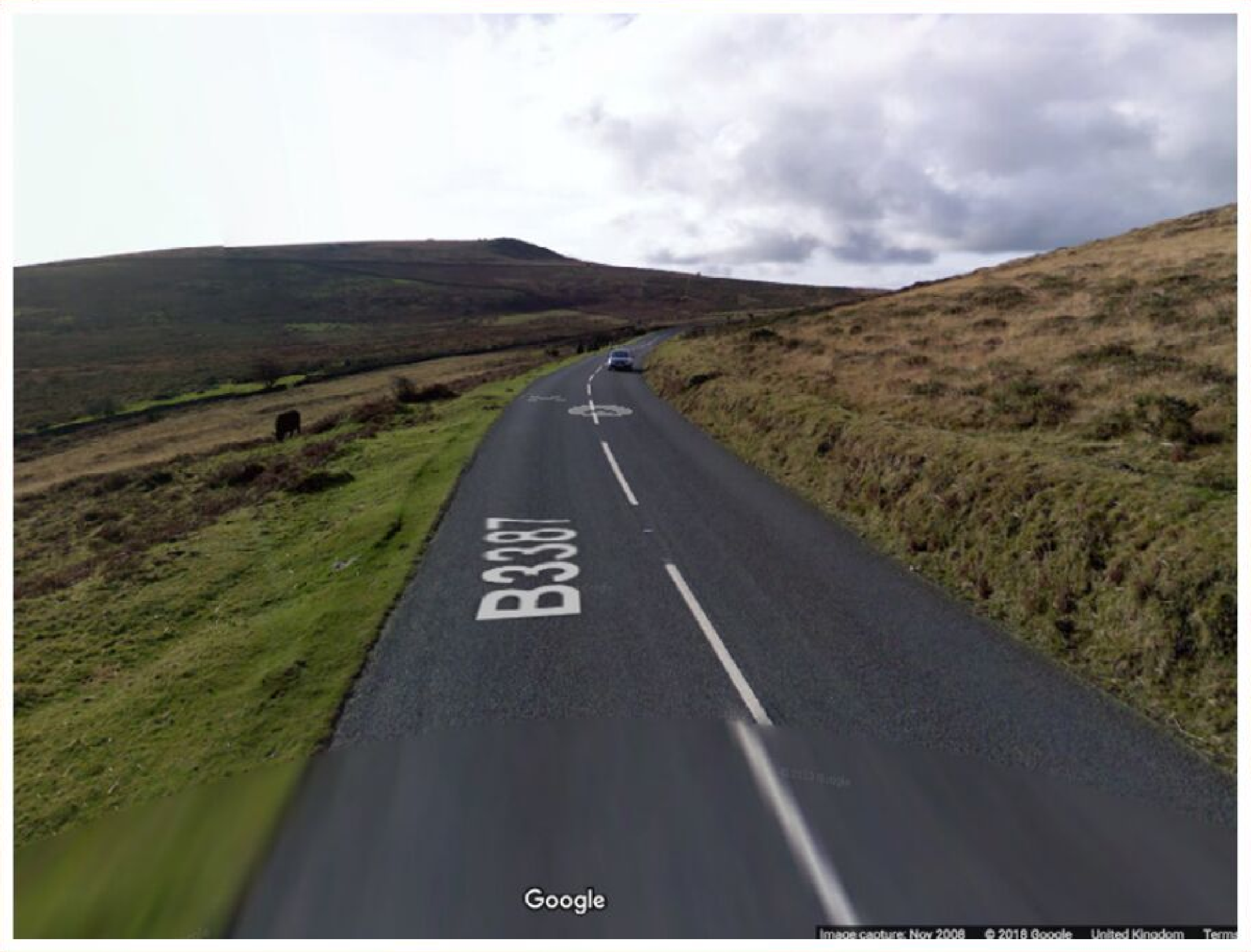
Step 3

❱ Drop the yellow man icon onto any of these blue lines to see that road in Street View. As you hold the man over a marked location, Street View image will remain static, but if you slowly move it you will get additional Street View previews.


The Lighter Inn
Berry Brook
River Exe
Topsham Museu

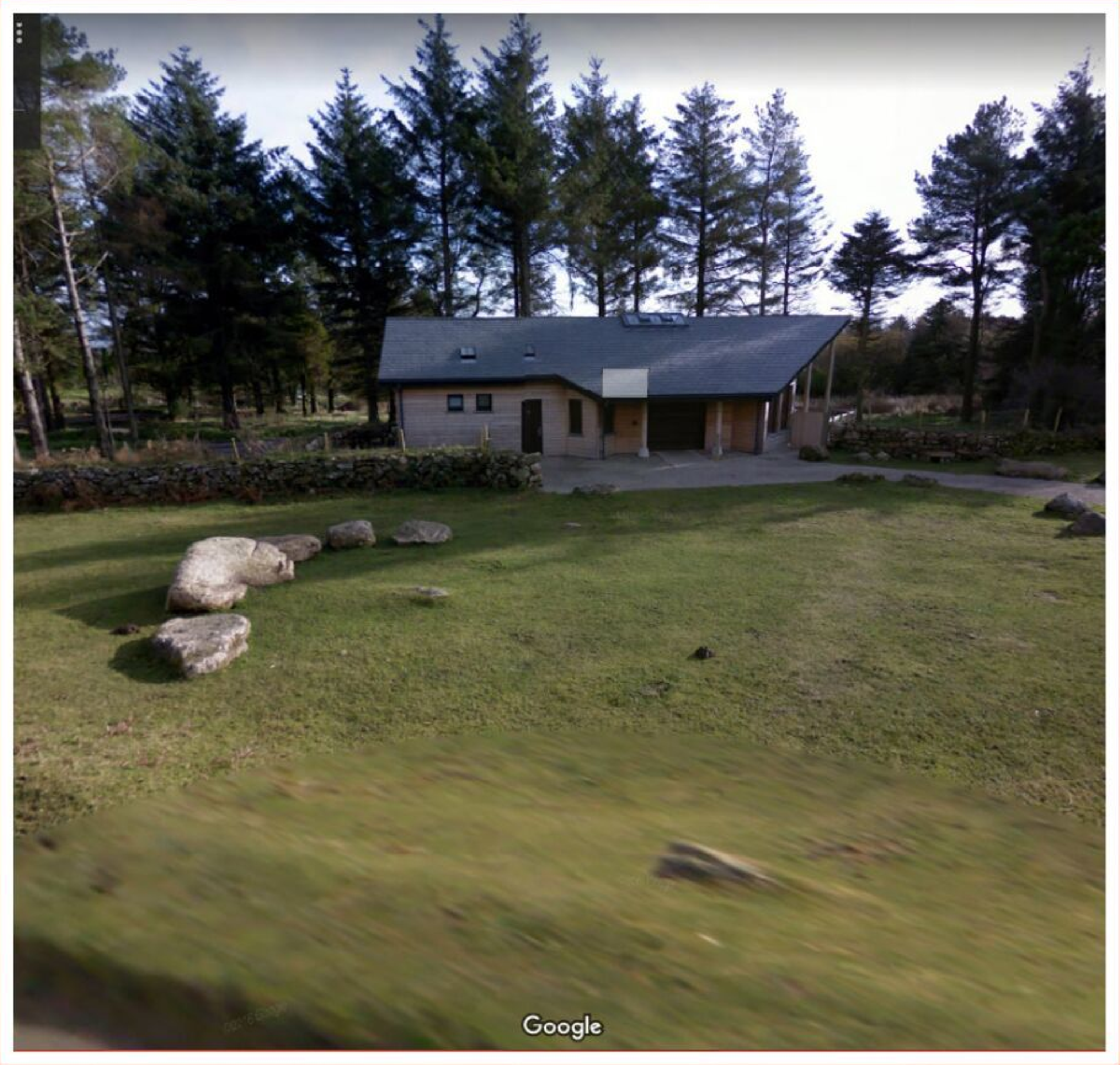
Step 4

❱ With Street View now showing, you can move around by moving the mouse pointer onto the road so that it becomes a circle and then clicking. The camera will pan forward to that position. Repeating this action lets you follow roads and streets along their length.


B3387
Google
Image capture: Nov 2008 © 2018 Google United Kingdom Terms

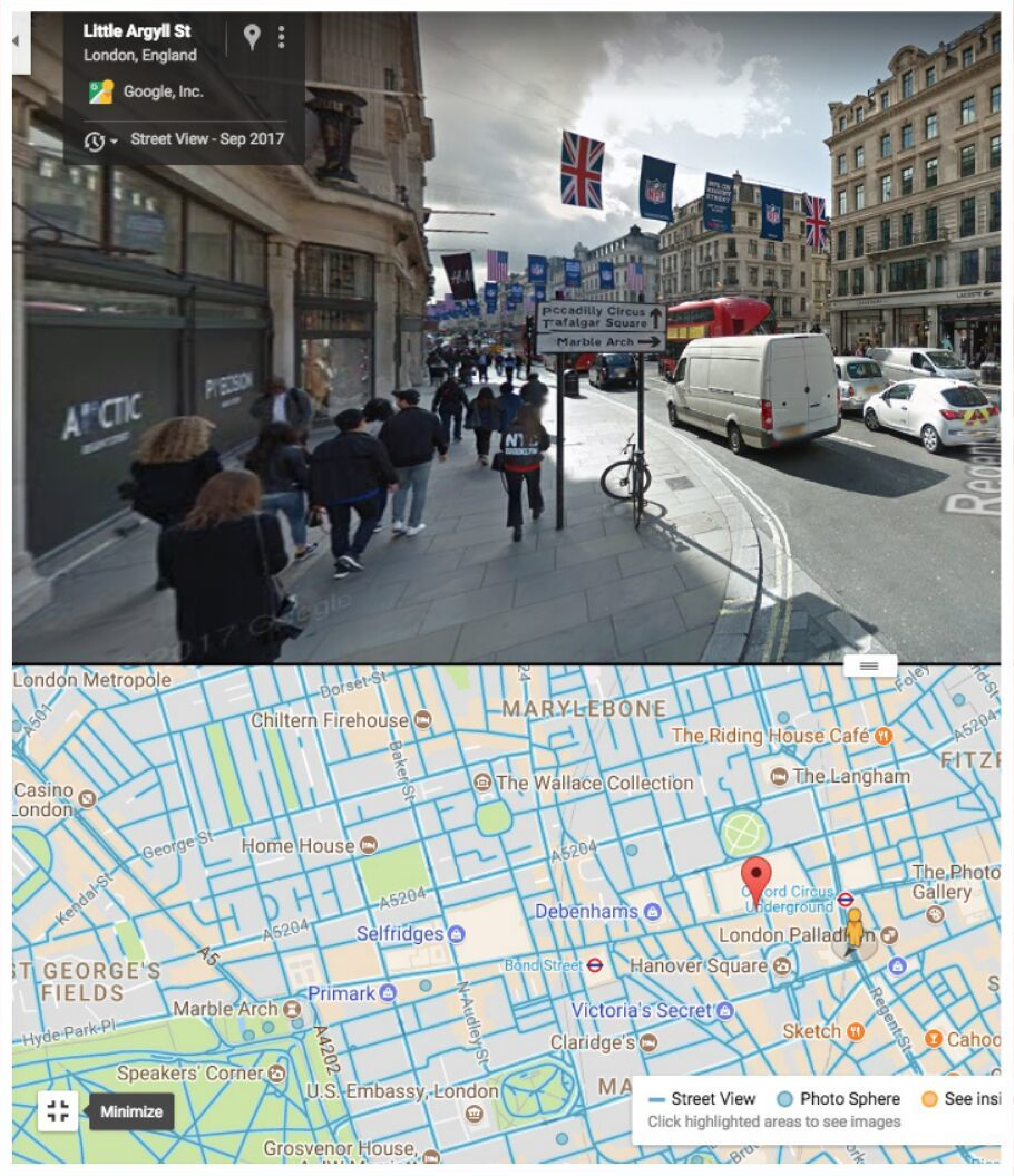
Step 5

❱ Move the mouse pointer up onto the side of a building and it turns into a rectangle. Click the mouse and the camera will rotate to show the building centred on the screen. If, when you move the pointer onto a building, it shows a magnifying glass, you can zoom in to the image.



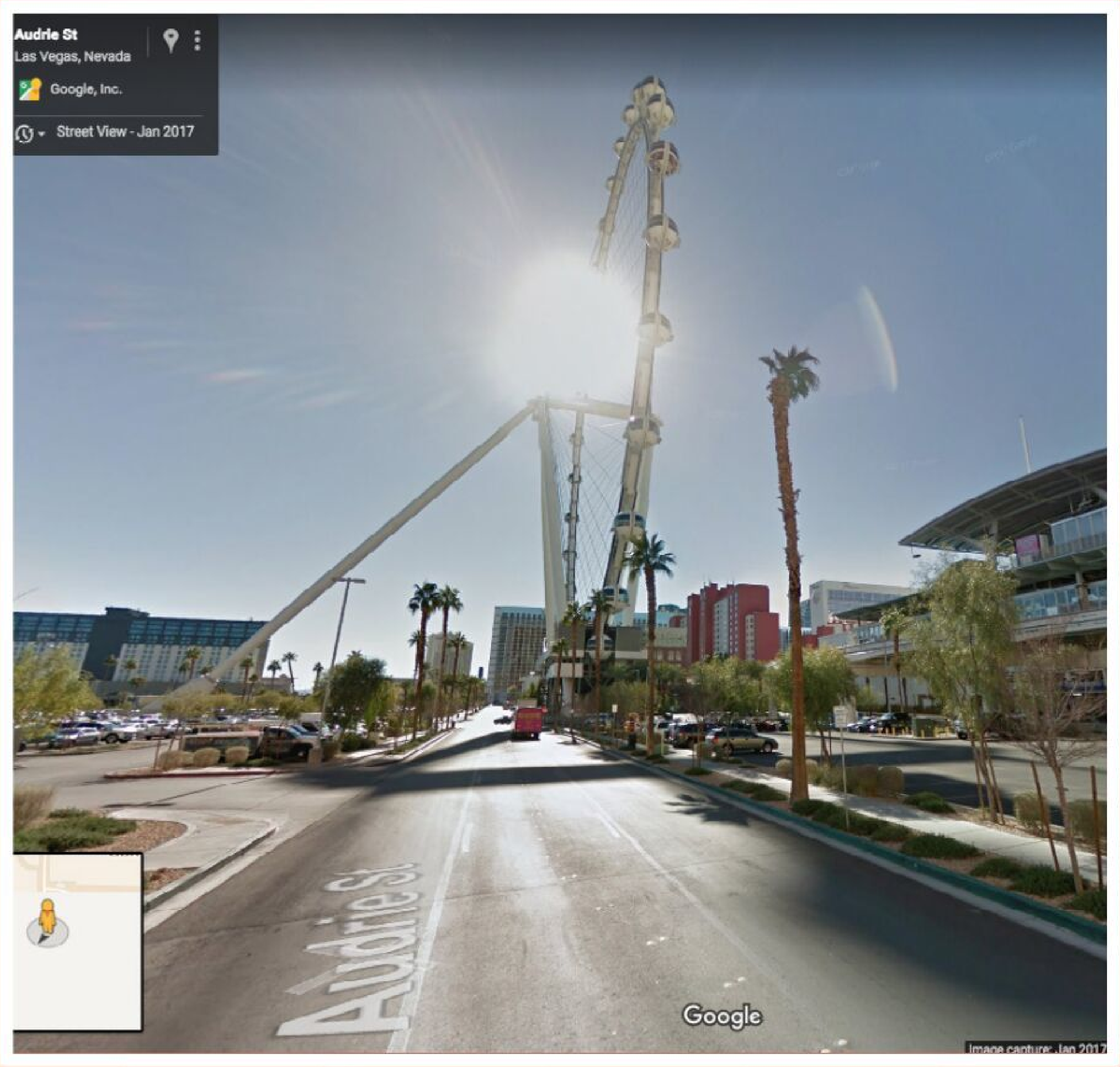
Step 6

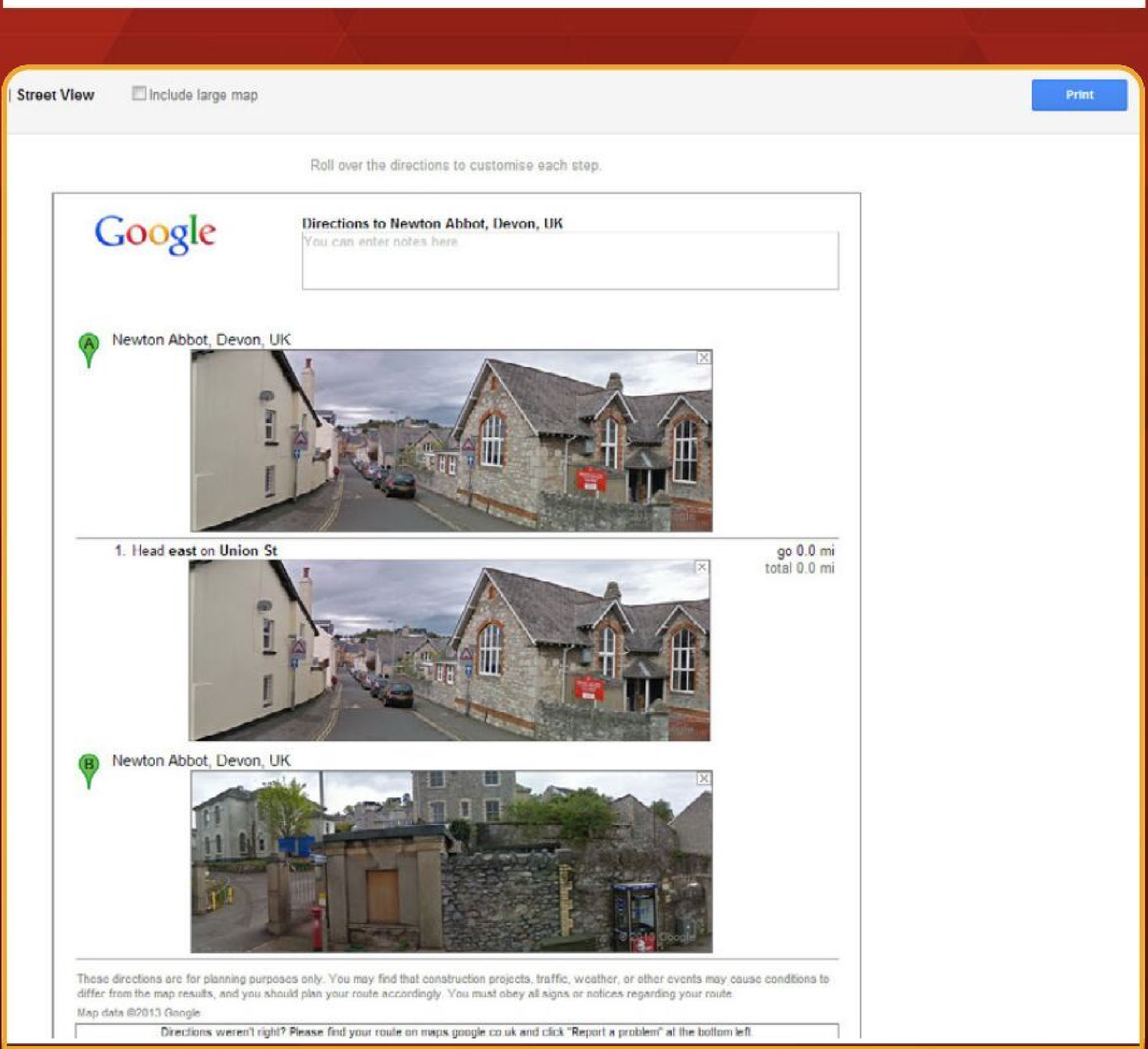
❱ In the corner of the Street View window is a small box showing your position on the map. You can expand or minimise it by clicking the icon to the bottom left. When you expand the map box, it will split the screen with Street View. You can also quick navigate your location by double tapping on the desired location.


Little Argyll St
London, England
Google, Inc.
Street View - Sep 2017
Piccadilly Circus
Trafalgar Square
Marble Arch
London Metropole
Chiltern Firehouse
MARYLEBONE
The Riding House Café
The Wallace Collection
The Langham
Casino London
Home House
Selfridges
Debenhams
Oxford Circus Underground
The Photo Gallery
London Palladium
Bond Street
Hanover Square
ST GEORGE'S FIELDS
Marble Arch
Primark
Victoria's Secret
Claridge's
Sketch
Speakers' Corner
U.S. Embassy, London
Grosvenor House
Minimize
Street View
Photo Sphere
See inside
Click highlighted areas to see images

Step 7

❱ You can also use the mouse wheel to zoom in and out of the image in Street View. If you want to view the image in full screen, click in the button with four arrows in the top corner of the window. Click the X next to that to close Street View and return to the normal map view.


Audrie St
Las Vegas, Nevada
Google, Inc.
Street View - Jan 2017
Audrie St
Google
Image capture: Jan 2017


Street View
☐ Include large map
Print
Google

Roll over the directions to customise each step.

Directions to Newton Abbot, Devon, UK

You can enter notes here

Newton Abbot, Devon, UK

1. Head **east** on **Union St** go 0.0 mi total 0.0 mi

Newton Abbot, Devon, UK

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

Map data ©2013 Google

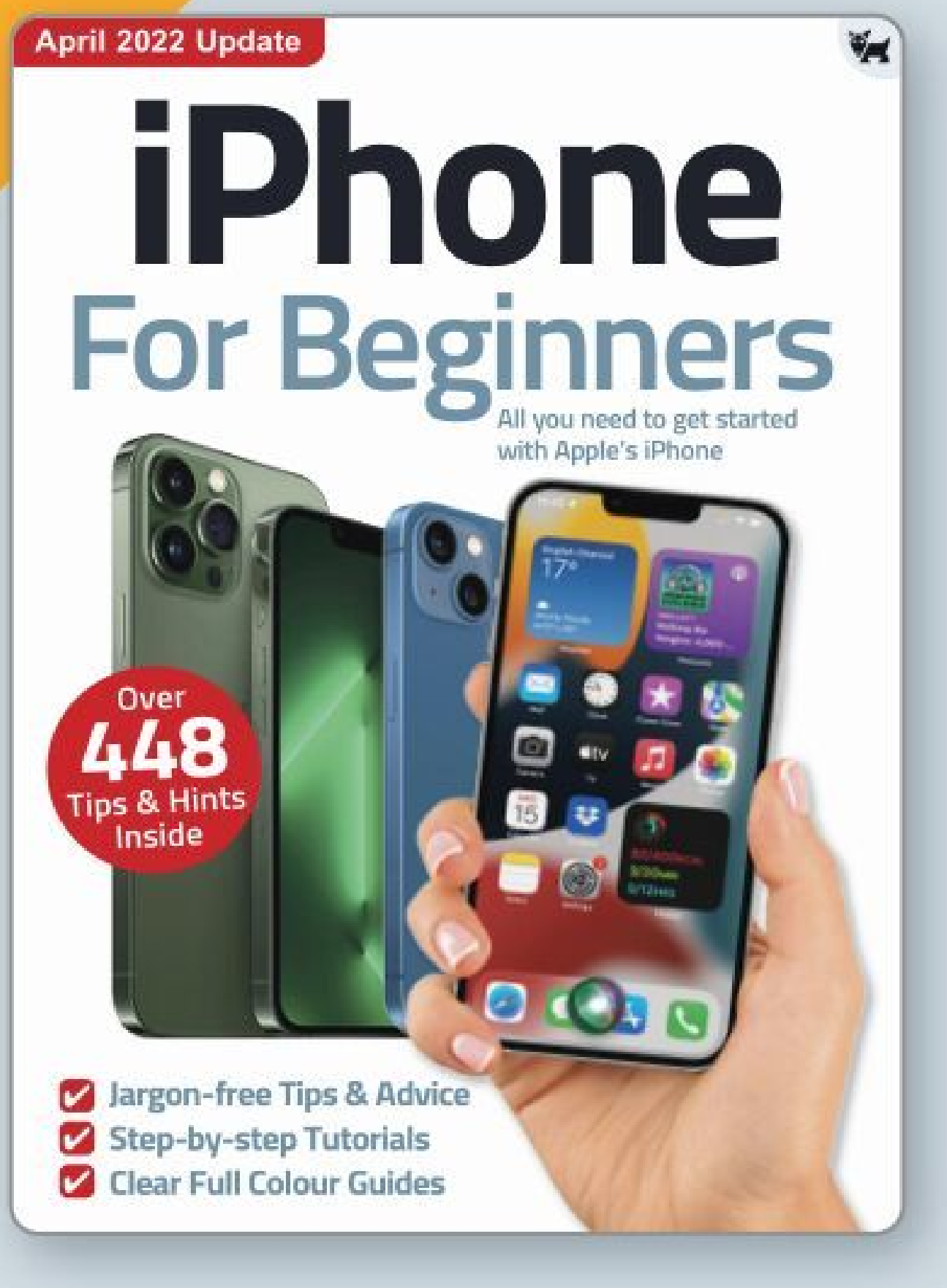
Directions weren't right? Please find your route on maps.google.co.uk and click "Report a problem" at the bottom left.

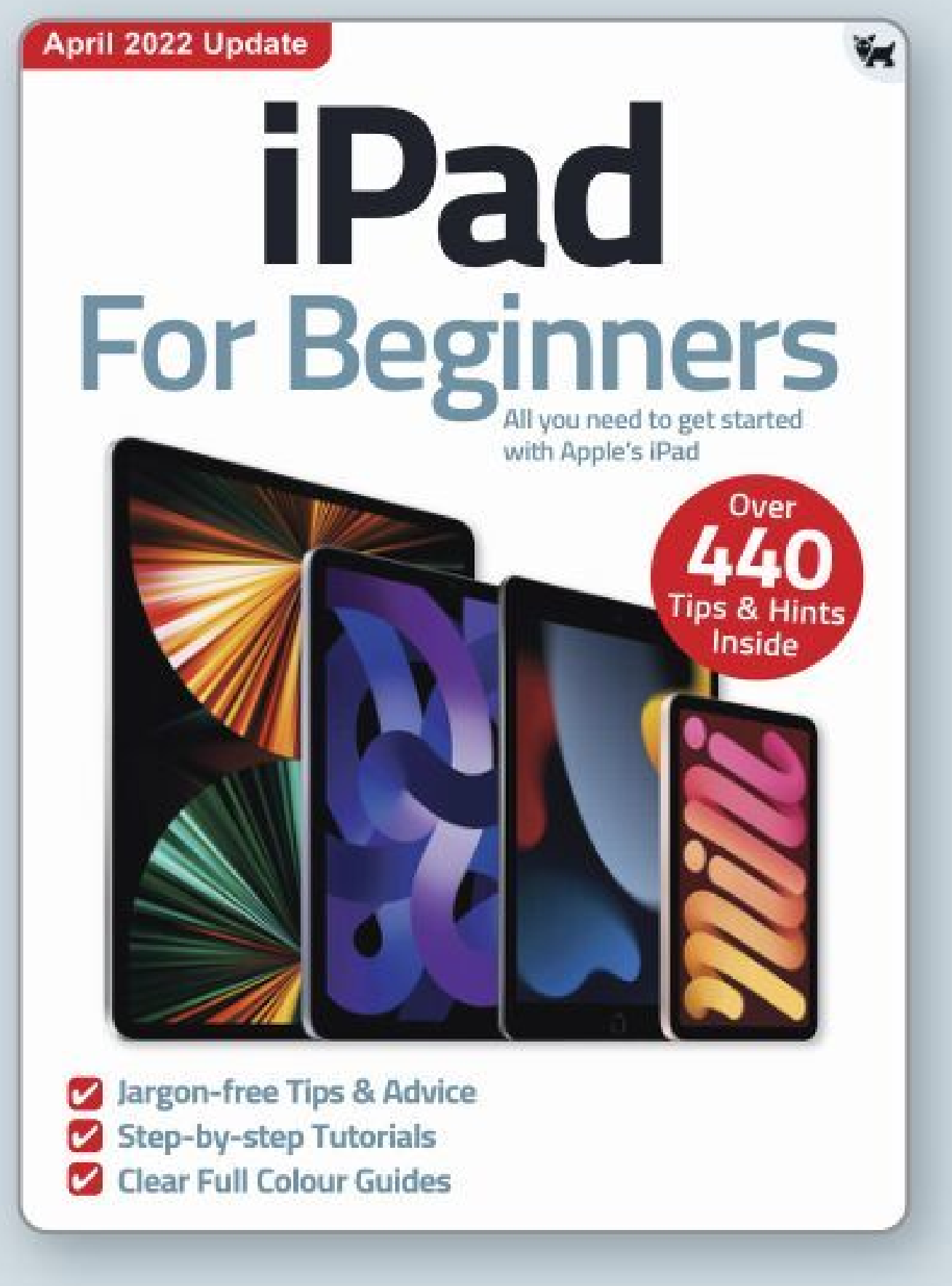
Route Plan with Street View

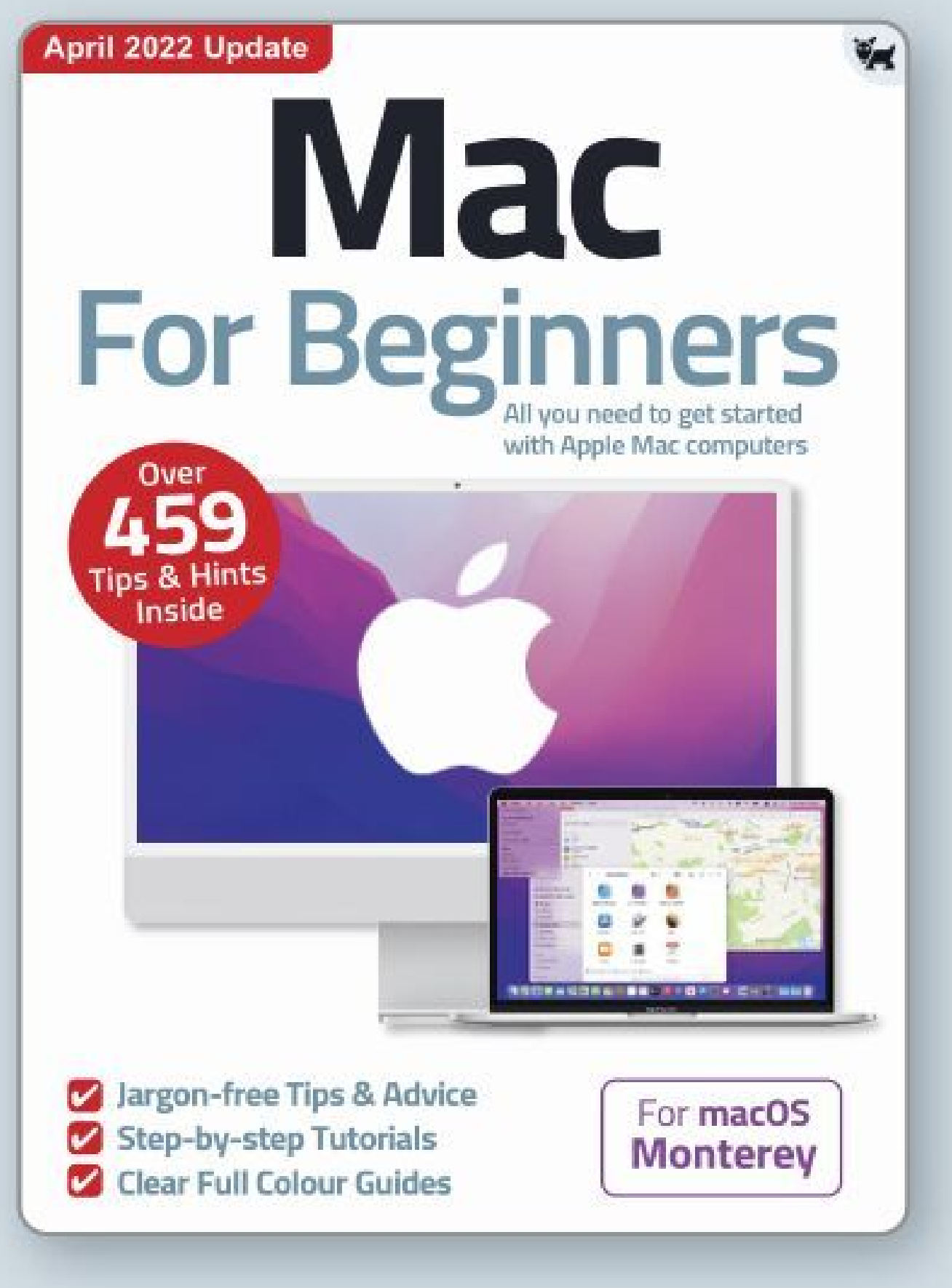
When using the route planner feature of Google Maps, it is possible to have the route displayed with a Street View image for each junction, roundabout or major change of direction. To activate this option, plan your route using the steps shown previously, click to print the route and then click the Street View link at the top of the Print screen.

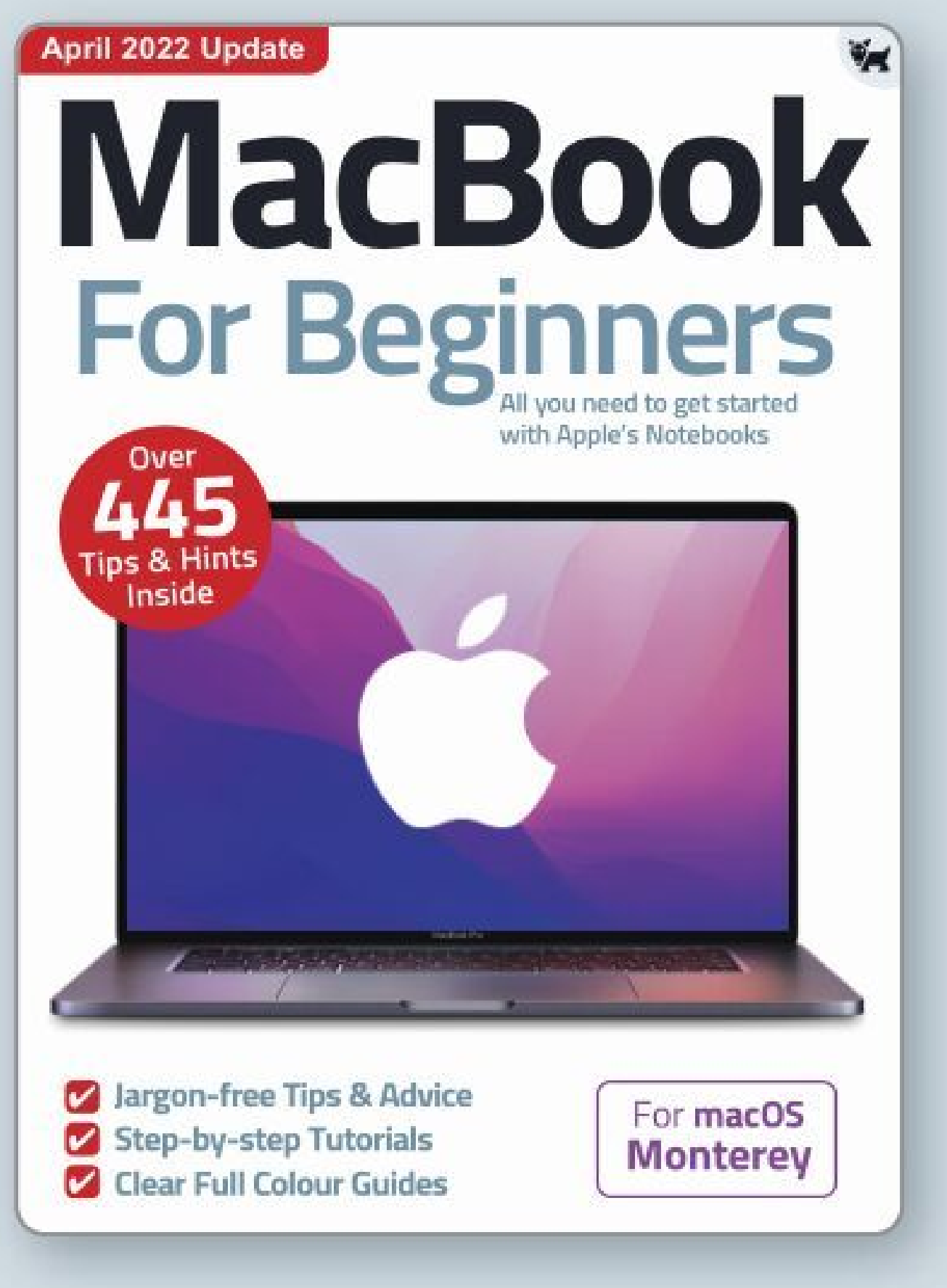
Read More

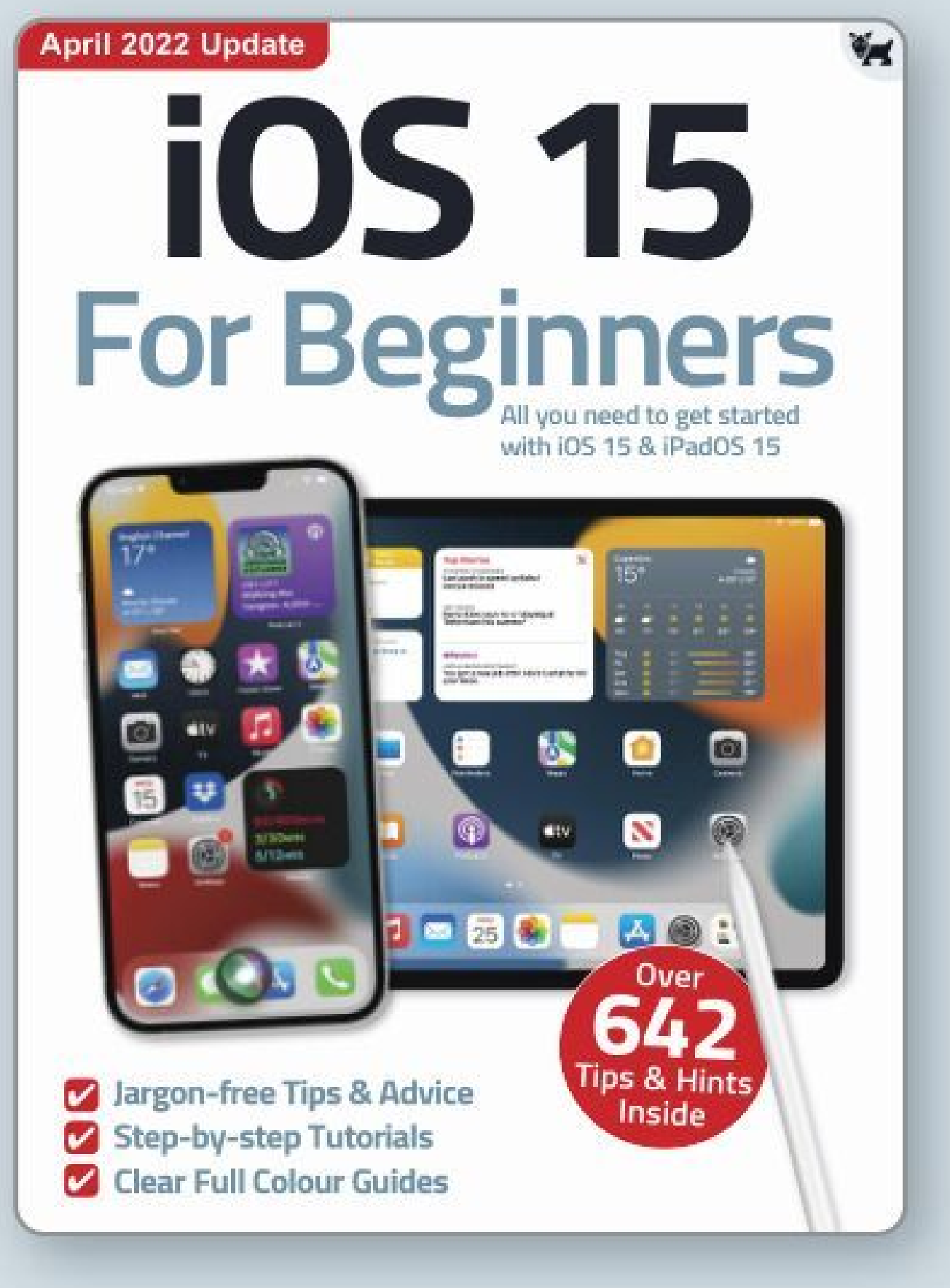
For Beginners

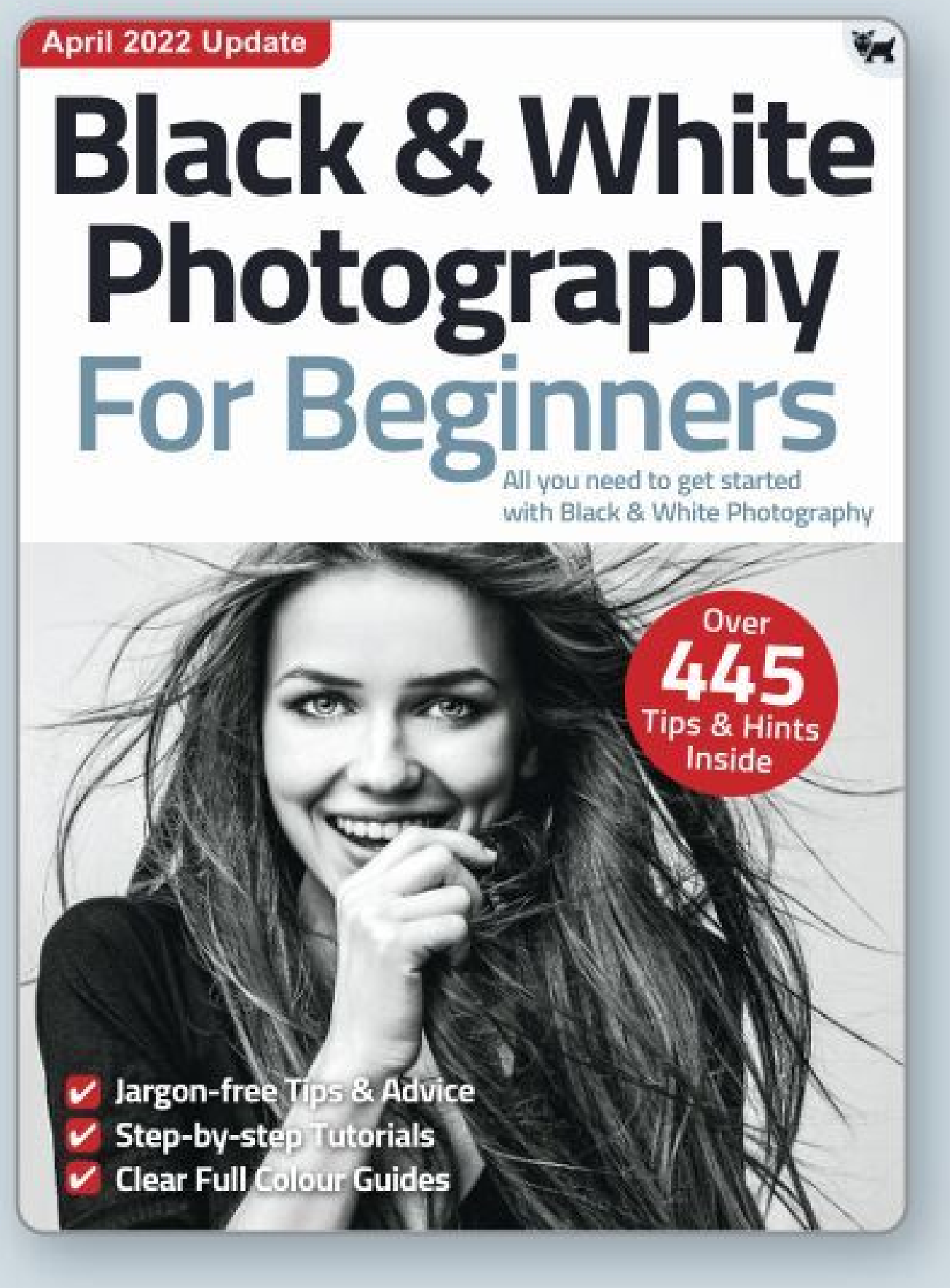

April 2022 Update
iPhone
For Beginners
All you need to get started with Apple's iPhone
Over 448 Tips & Hints Inside
☑ Jargon-free Tips & Advice
☑ Step-by-step Tutorials
☑ Clear Full Colour Guides

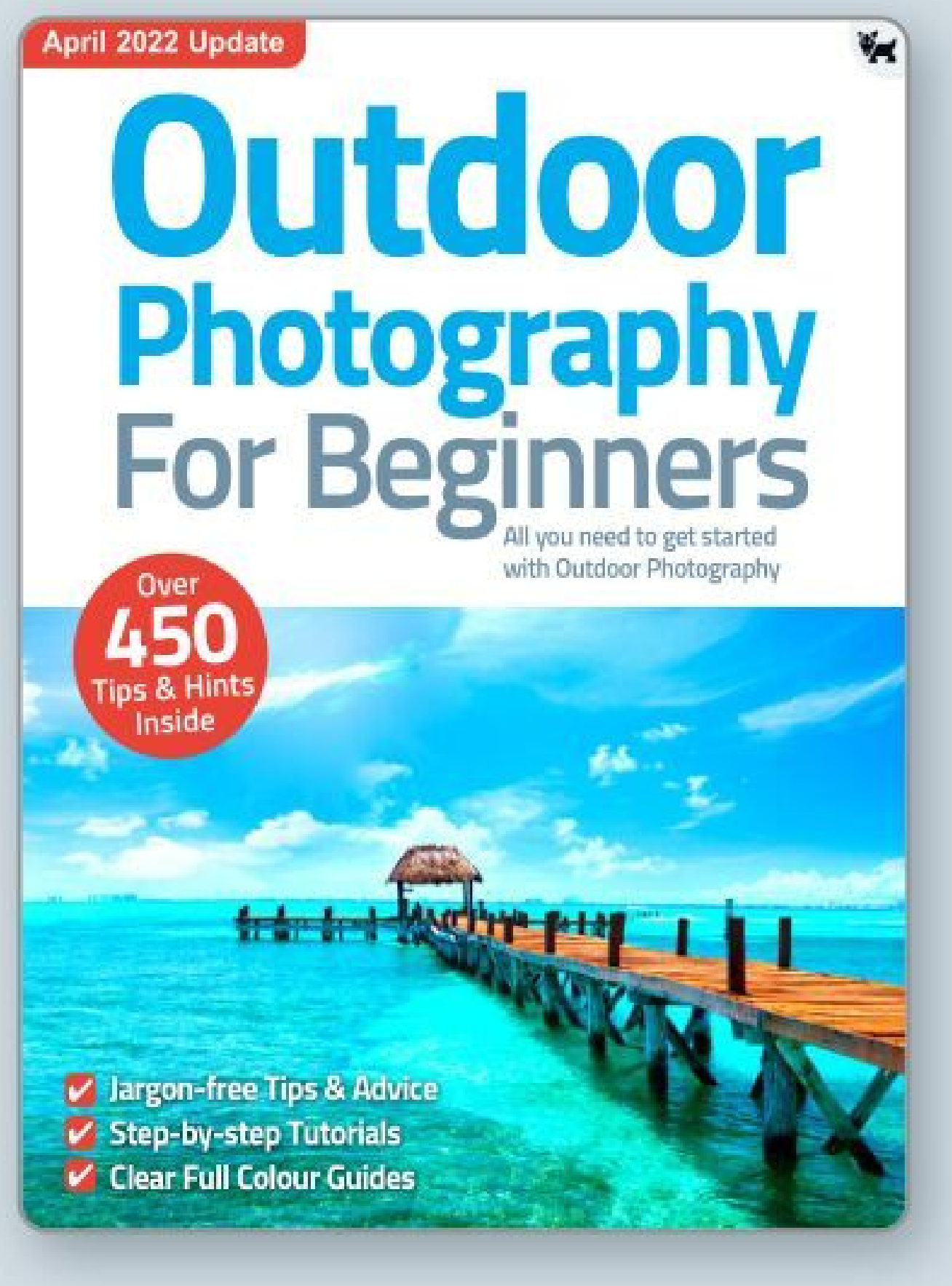

April 2022 Update
iPad
For Beginners
All you need to get started with Apple's iPad
Over 440 Tips & Hints Inside
☑ Jargon-free Tips & Advice
☑ Step-by-step Tutorials
☑ Clear Full Colour Guides

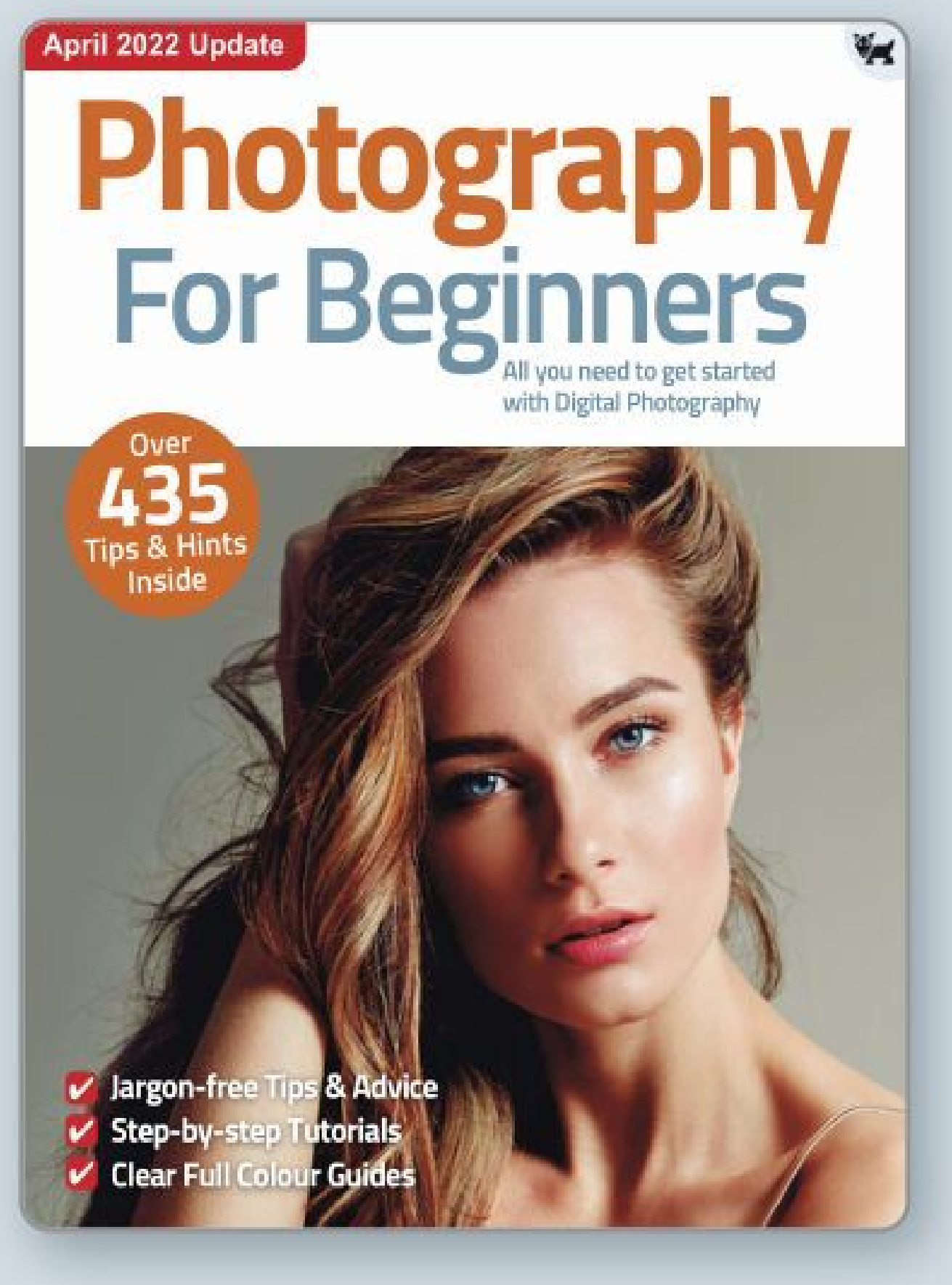

April 2022 Update
Mac
For Beginners
All you need to get started with Apple Mac computers
Over 459 Tips & Hints Inside
☑ Jargon-free Tips & Advice
☑ Step-by-step Tutorials
☑ Clear Full Colour Guides
For macOS Monterey

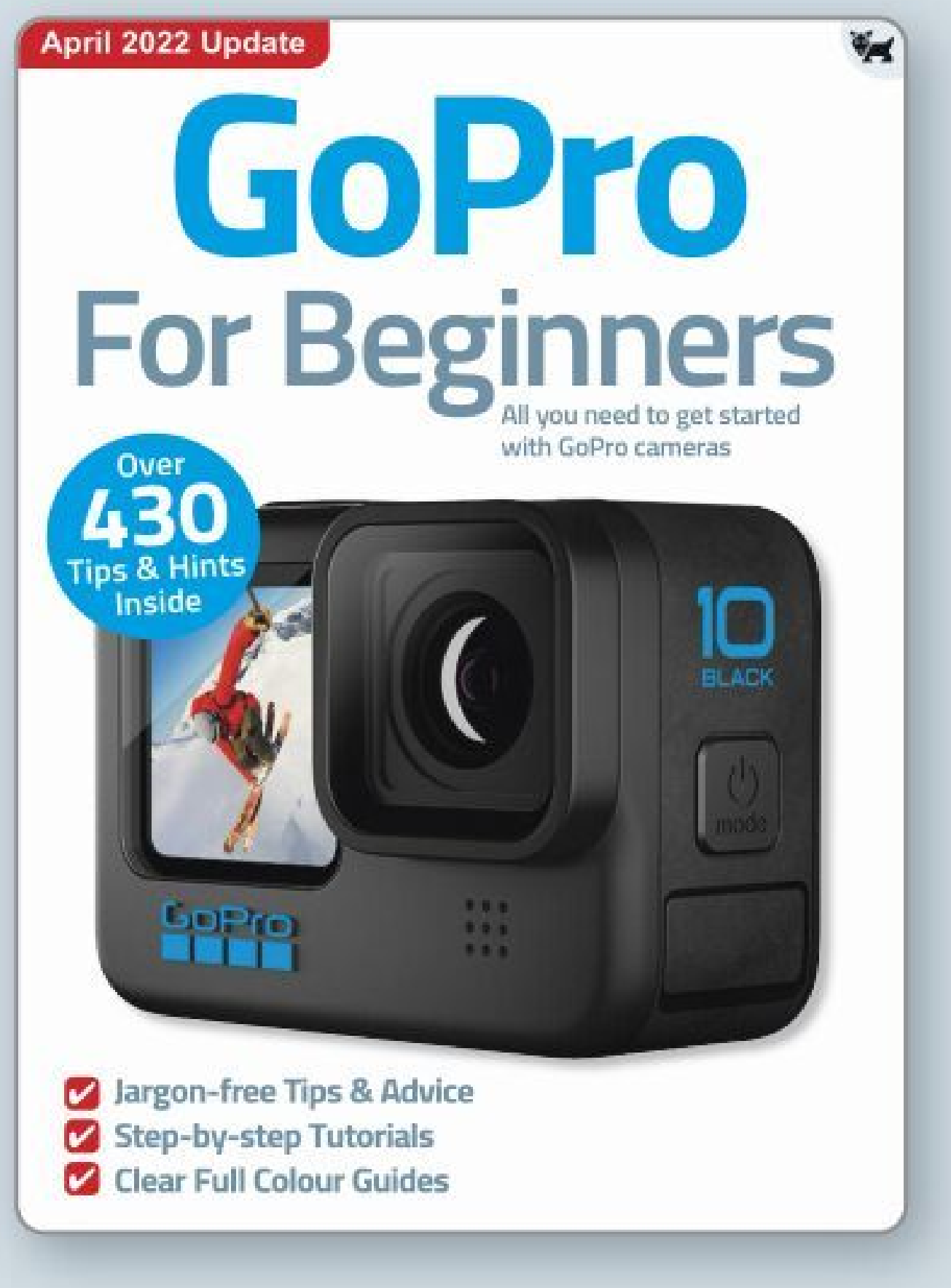

April 2022 Update
MacBook
For Beginners
All you need to get started with Apple's Notebooks
Over 445 Tips & Hints Inside
☑ Jargon-free Tips & Advice
☑ Step-by-step Tutorials
☑ Clear Full Colour Guides
For macOS Monterey

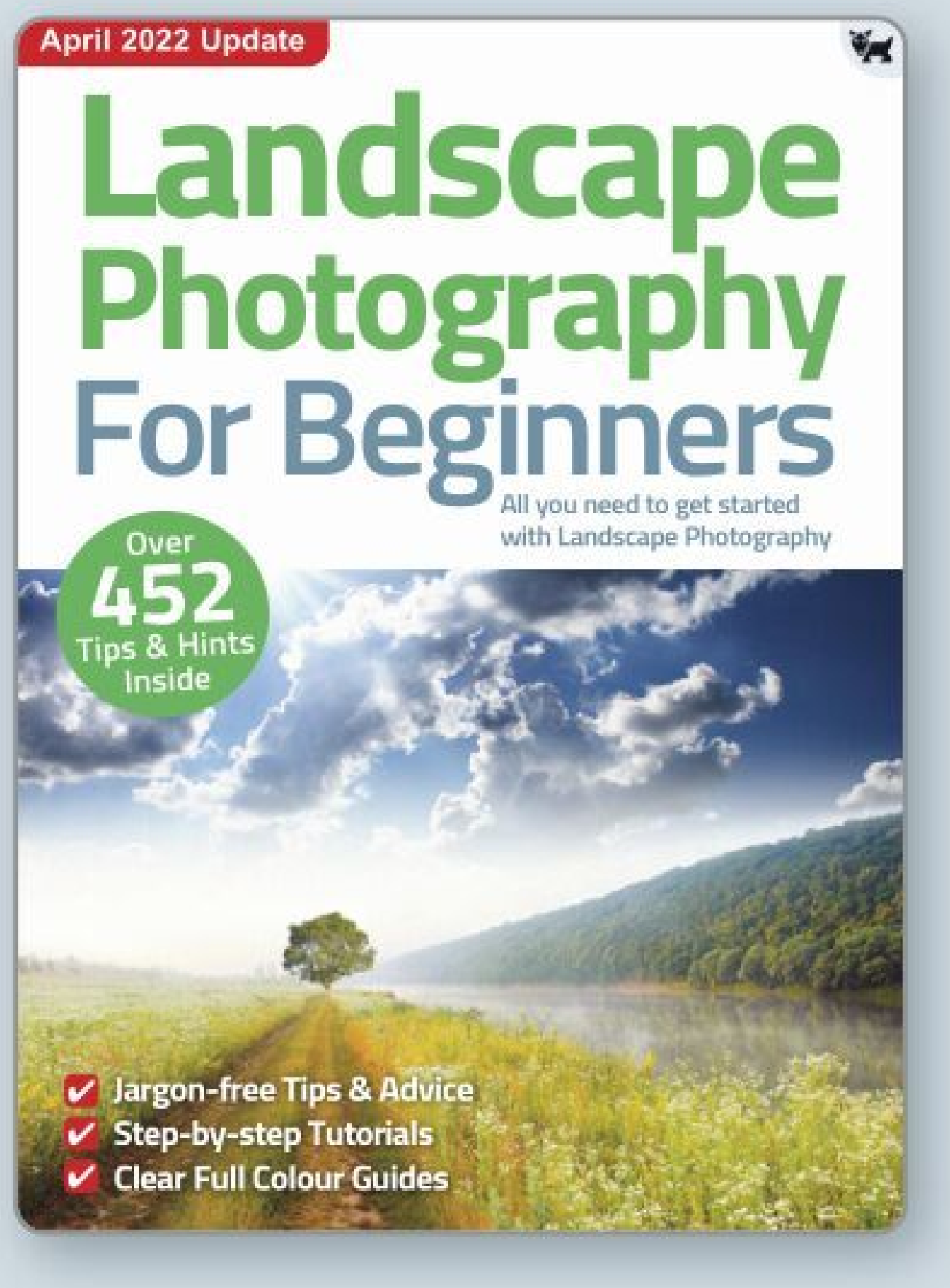

April 2022 Update
iOS 15
For Beginners
All you need to get started with iOS 15 & iPadOS 15
Over 642 Tips & Hints Inside
☑ Jargon-free Tips & Advice
☑ Step-by-step Tutorials
☑ Clear Full Colour Guides

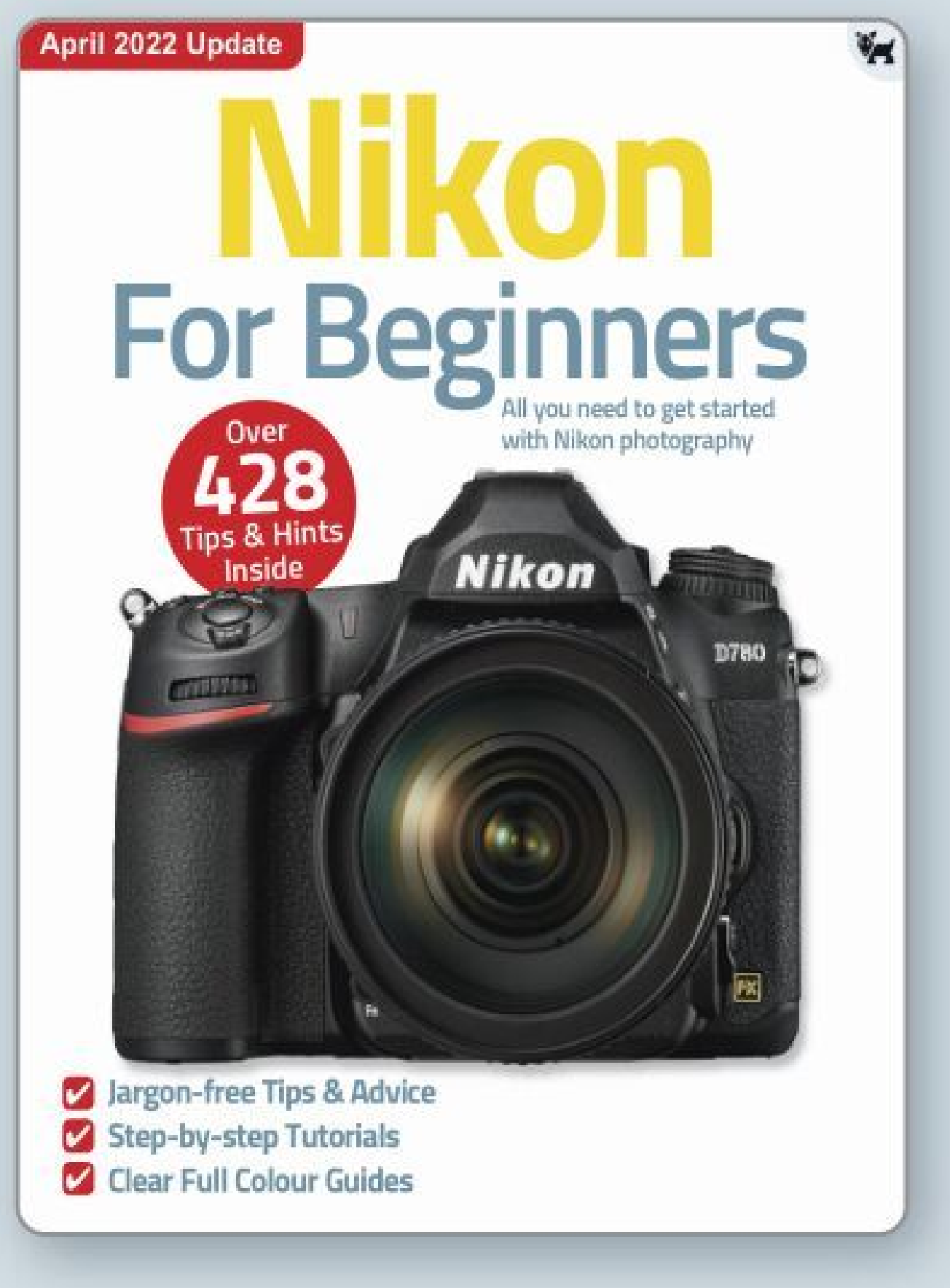

April 2022 Update
Black & White Photography
For Beginners
All you need to get started with Black & White Photography
Over 445 Tips & Hints Inside
☑ Jargon-free Tips & Advice
☑ Step-by-step Tutorials
☑ Clear Full Colour Guides

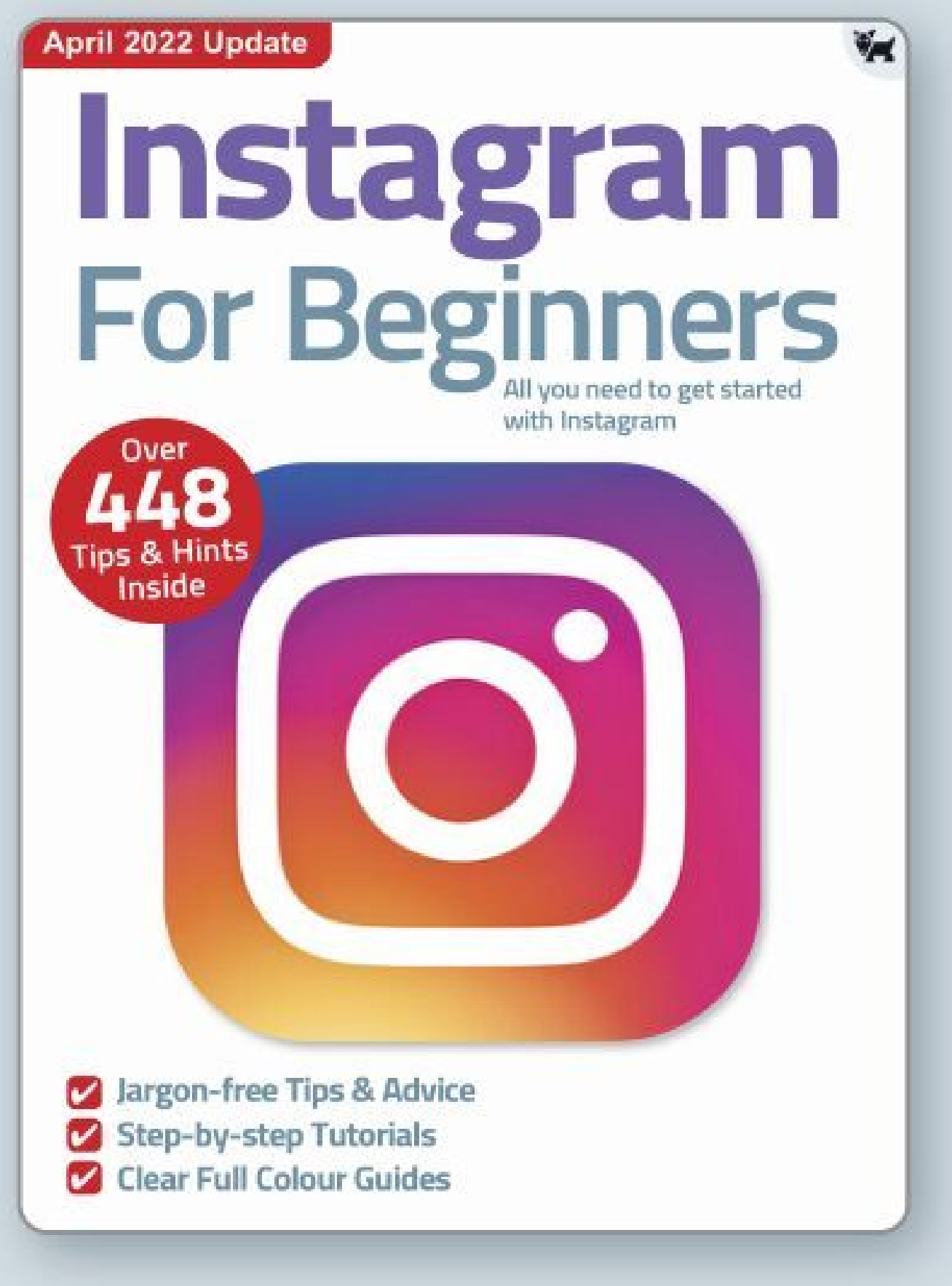

April 2022 Update
Outdoor Photography
For Beginners
All you need to get started with Outdoor Photography
Over 450 Tips & Hints Inside
☑ Jargon-free Tips & Advice
☑ Step-by-step Tutorials
☑ Clear Full Colour Guides

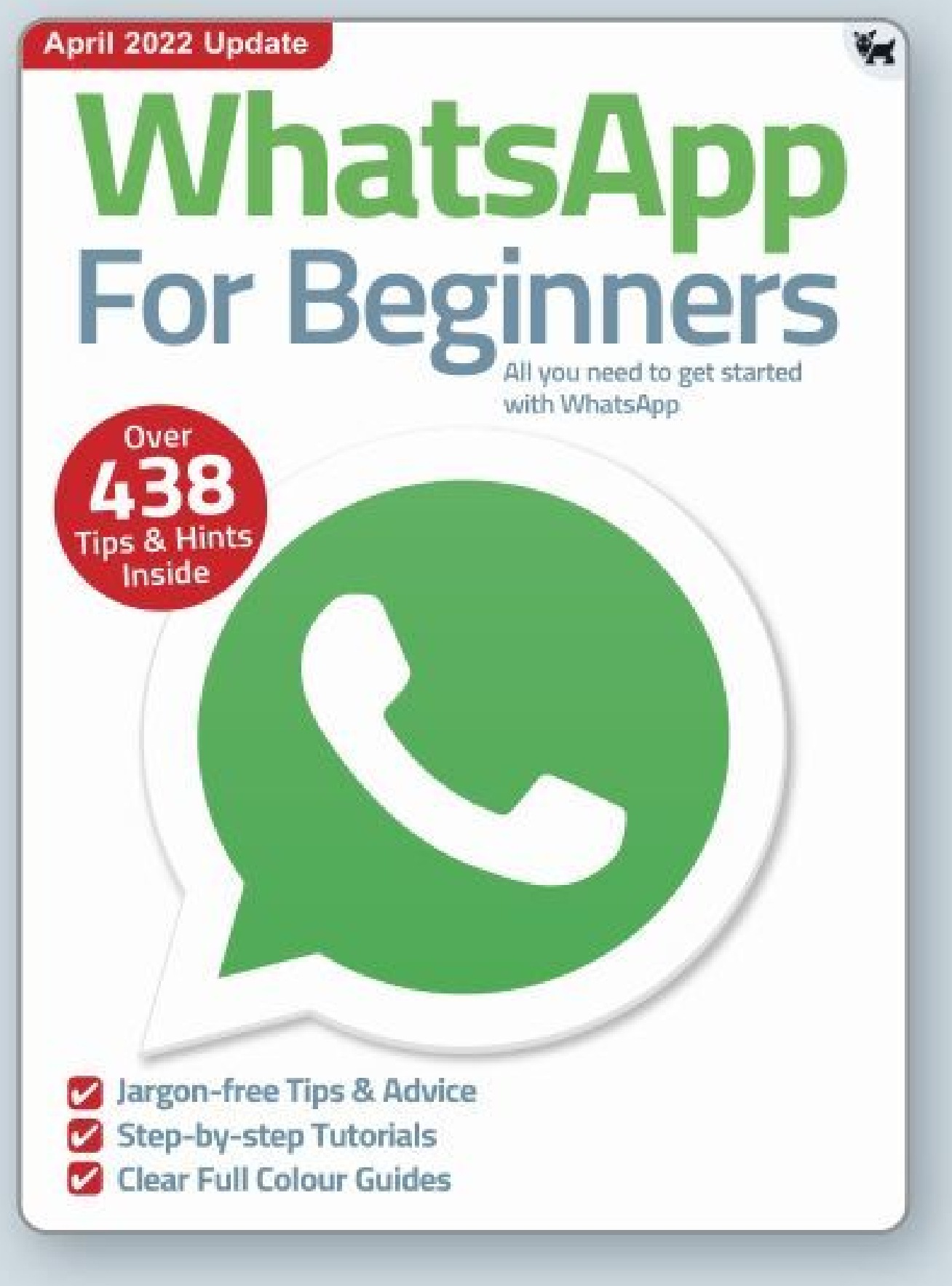

April 2022 Update
Photography
For Beginners
All you need to get started with Digital Photography
Over 435 Tips & Hints Inside
☑ Jargon-free Tips & Advice
☑ Step-by-step Tutorials
☑ Clear Full Colour Guides

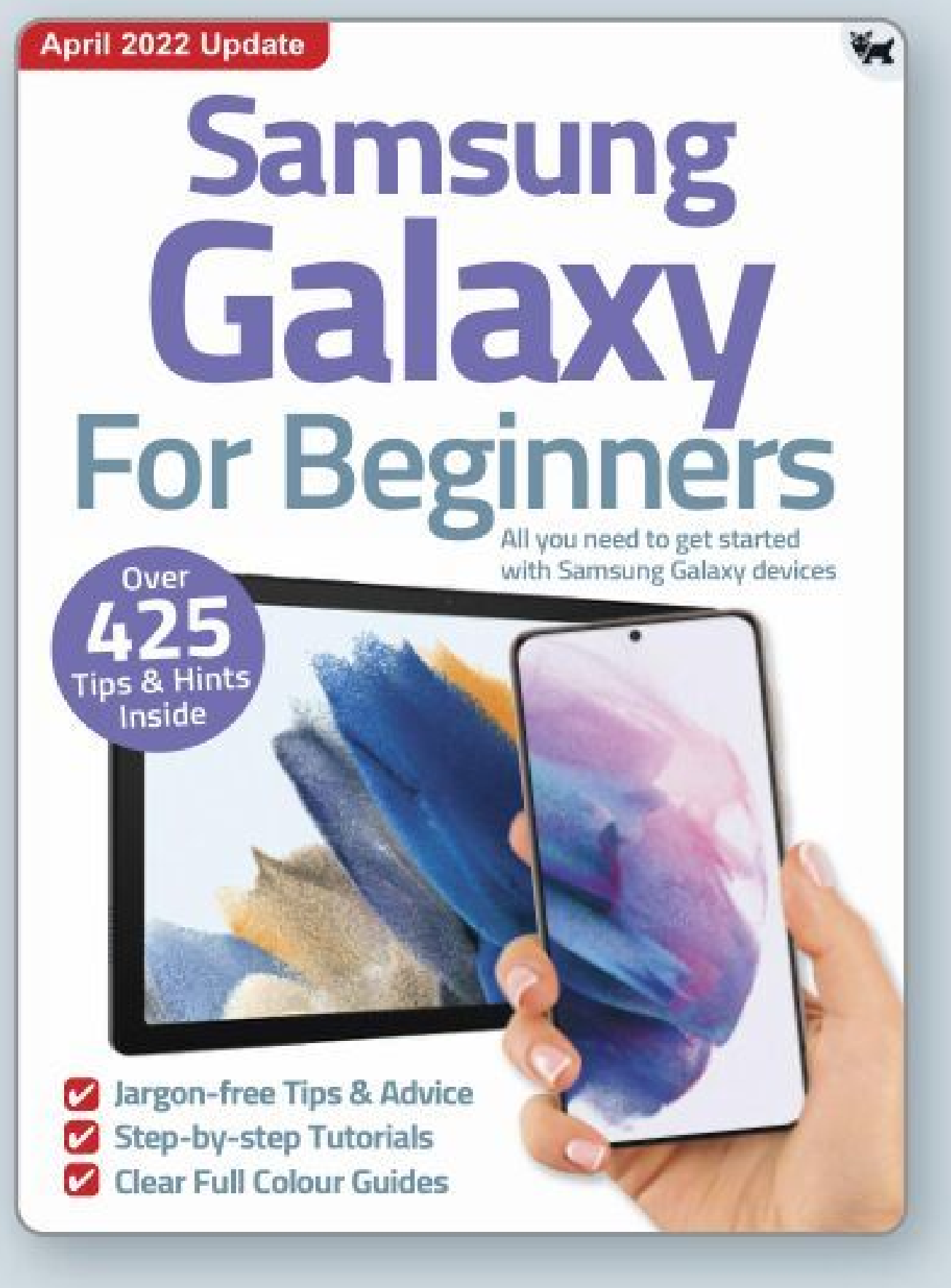

April 2022 Update
GoPro
For Beginners
All you need to get started with GoPro cameras
Over 430 Tips & Hints Inside
☑ Jargon-free Tips & Advice
☑ Step-by-step Tutorials
☑ Clear Full Colour Guides

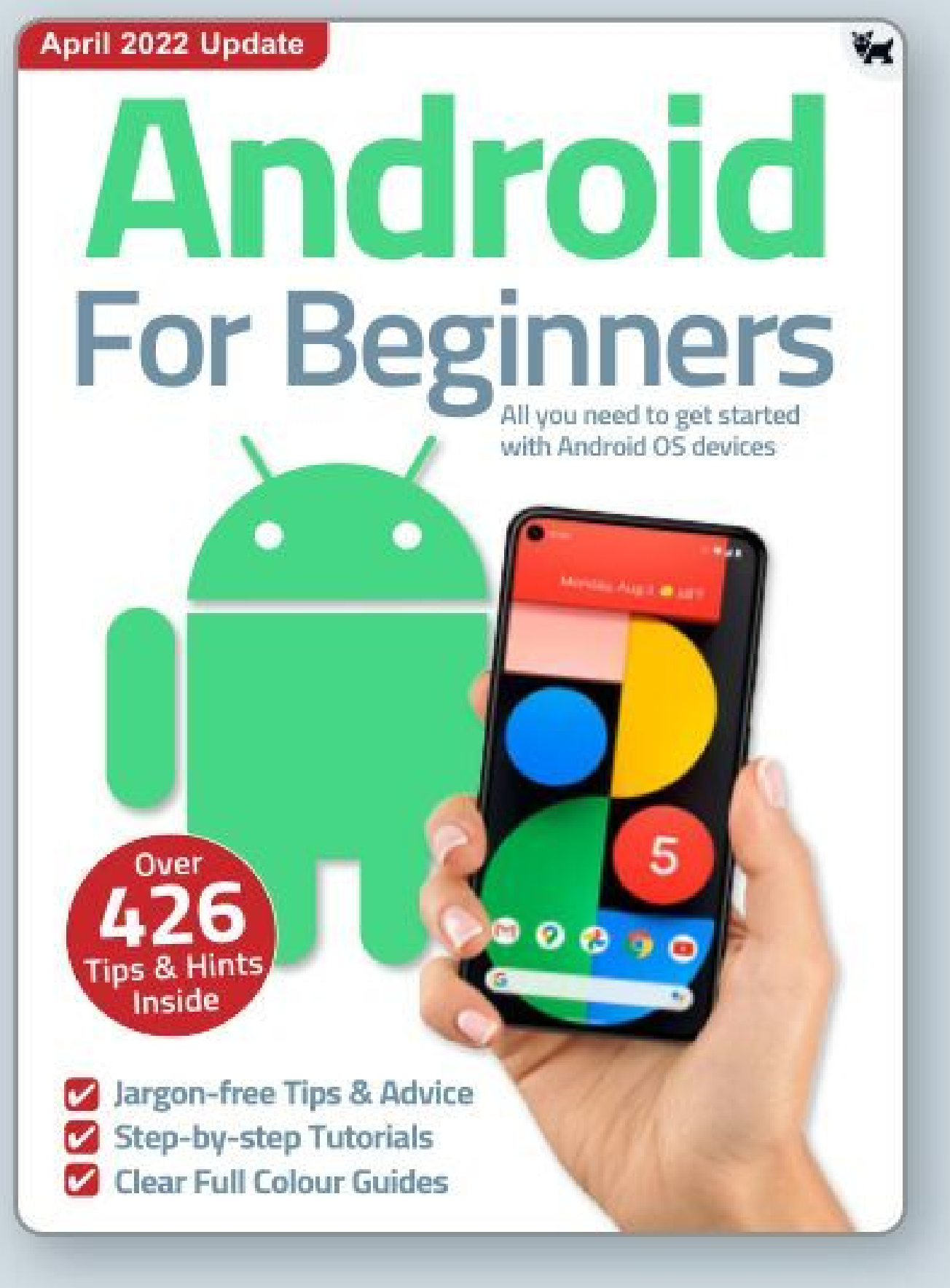

April 2022 Update
Landscape Photography
For Beginners
All you need to get started with Landscape Photography
Over 452 Tips & Hints Inside
☑ Jargon-free Tips & Advice
☑ Step-by-step Tutorials
☑ Clear Full Colour Guides

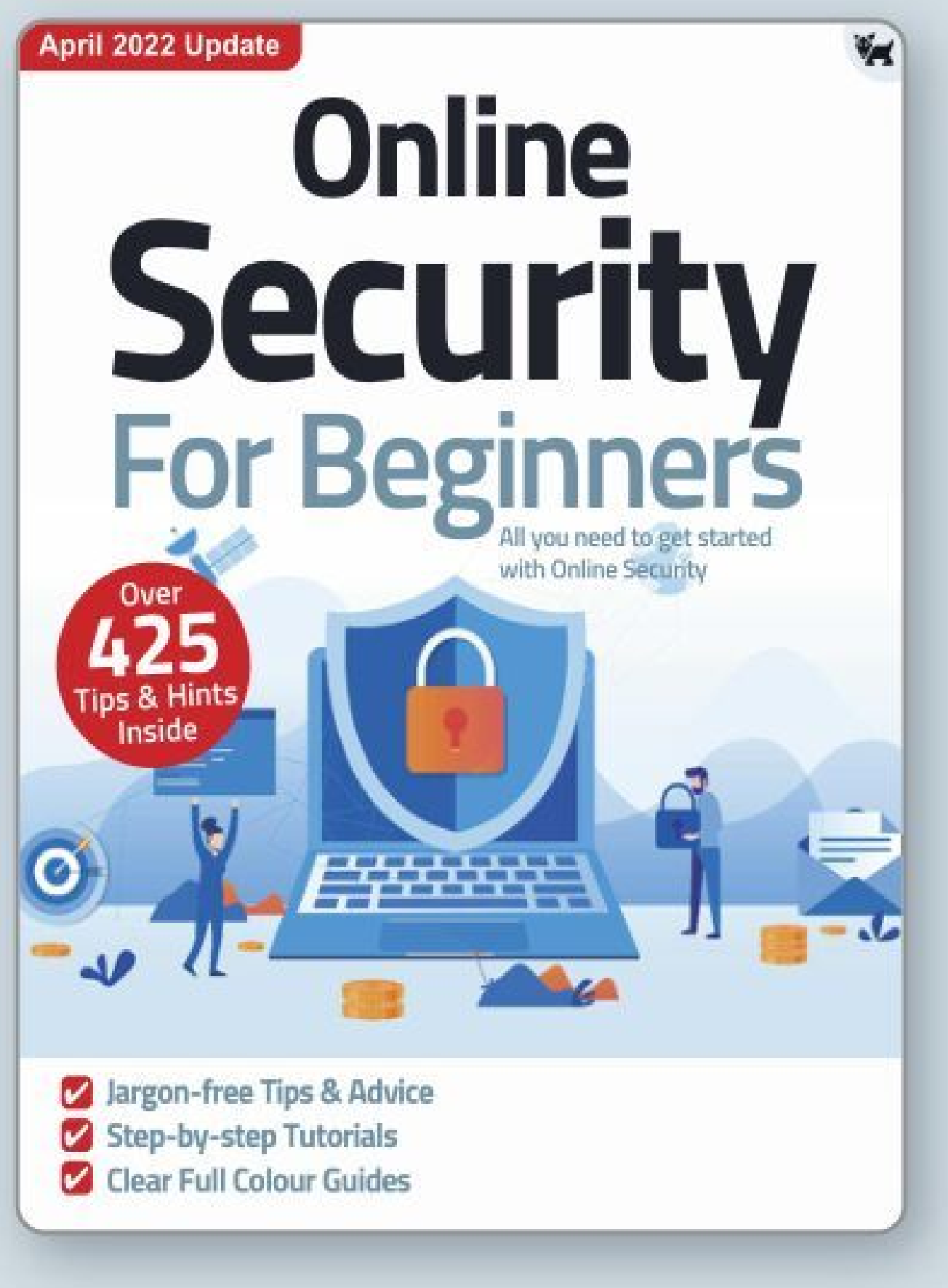

April 2022 Update
Nikon
For Beginners
All you need to get started with Nikon photography
Over 428 Tips & Hints Inside
☑ Jargon-free Tips & Advice
☑ Step-by-step Tutorials
☑ Clear Full Colour Guides

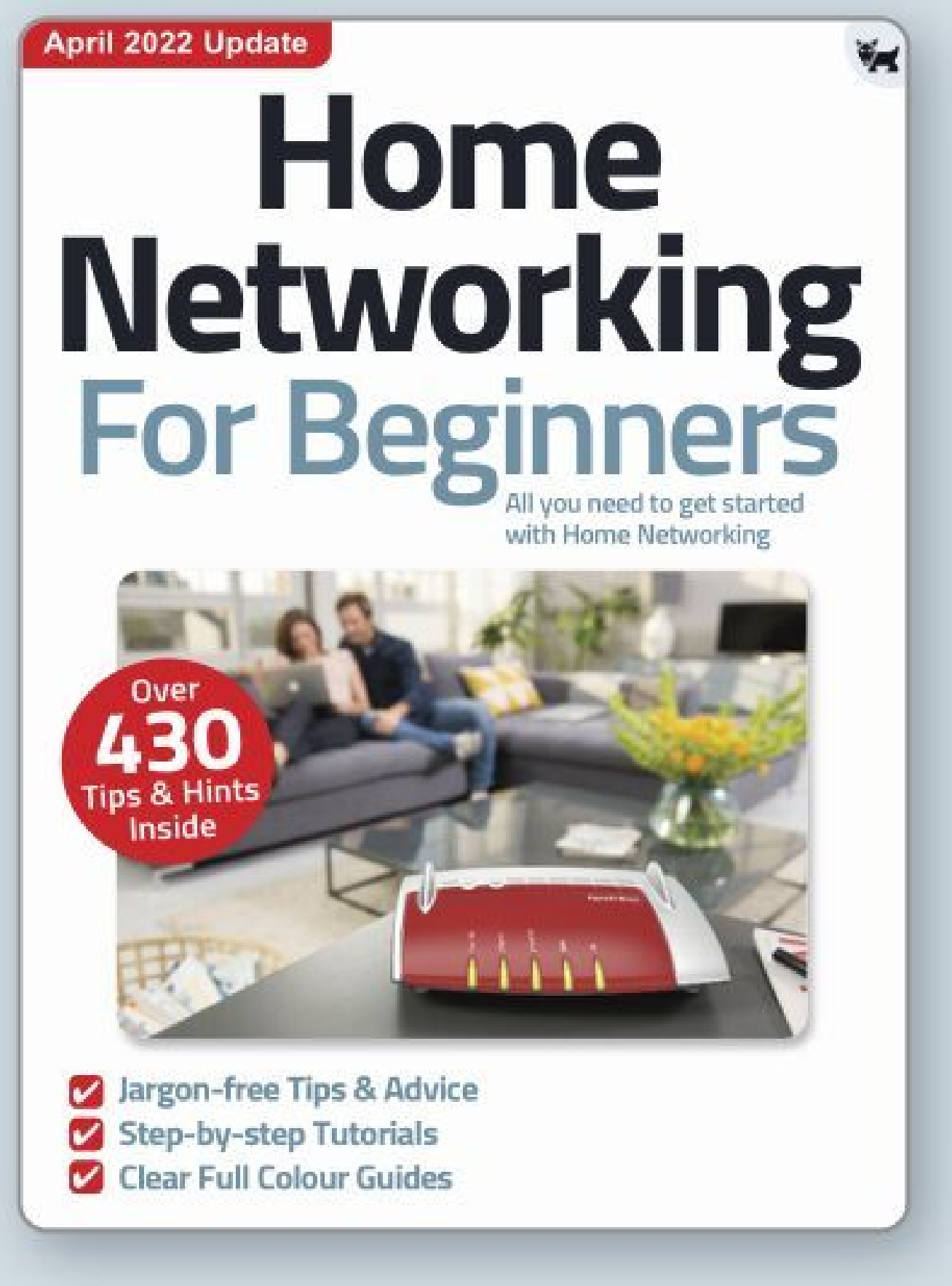

April 2022 Update
Instagram
For Beginners
All you need to get started with Instagram
Over 448 Tips & Hints Inside
☑ Jargon-free Tips & Advice
☑ Step-by-step Tutorials
☑ Clear Full Colour Guides

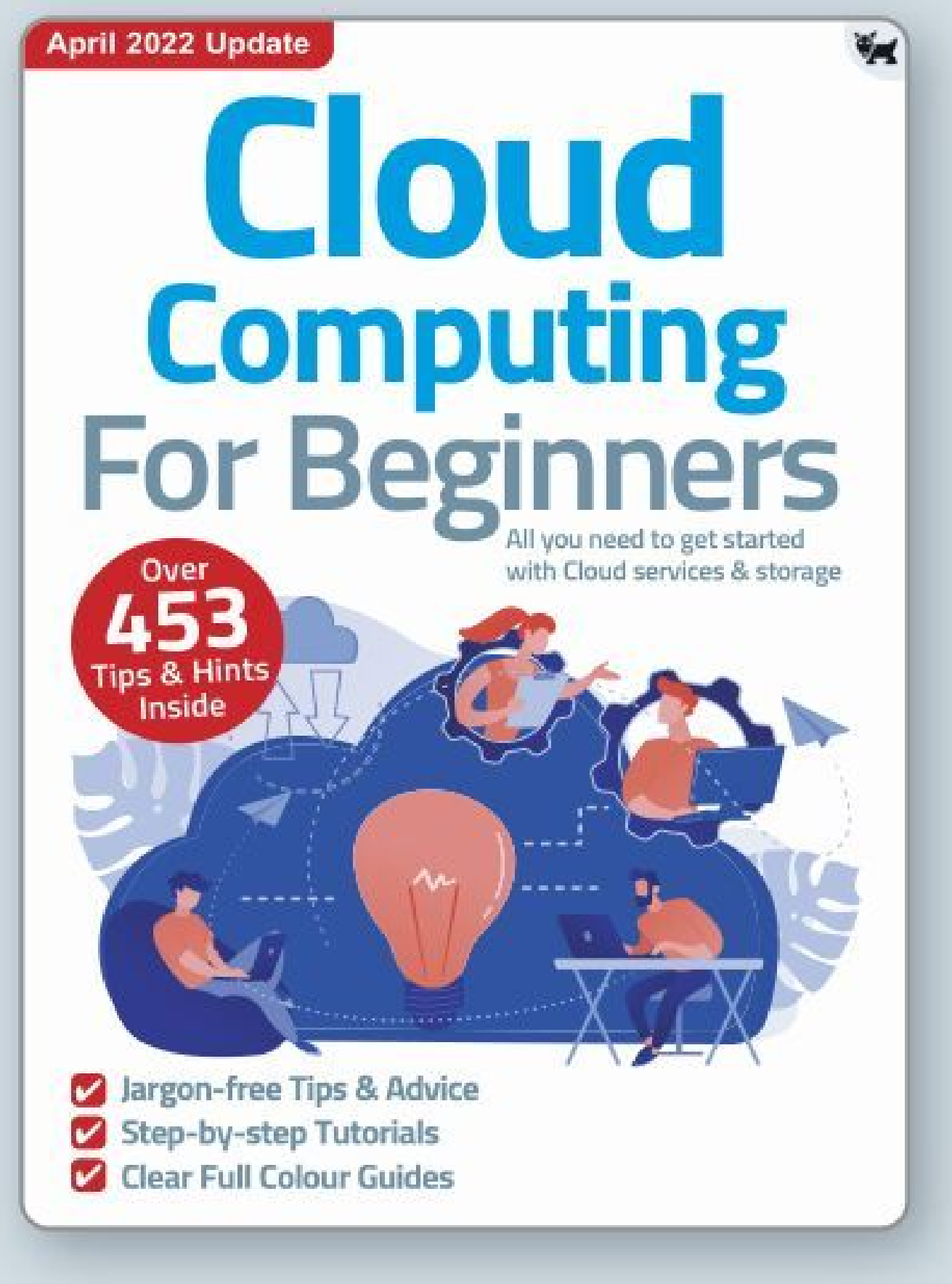

April 2022 Update
WhatsApp
For Beginners
All you need to get started with WhatsApp
Over 438 Tips & Hints Inside
☑ Jargon-free Tips & Advice
☑ Step-by-step Tutorials
☑ Clear Full Colour Guides

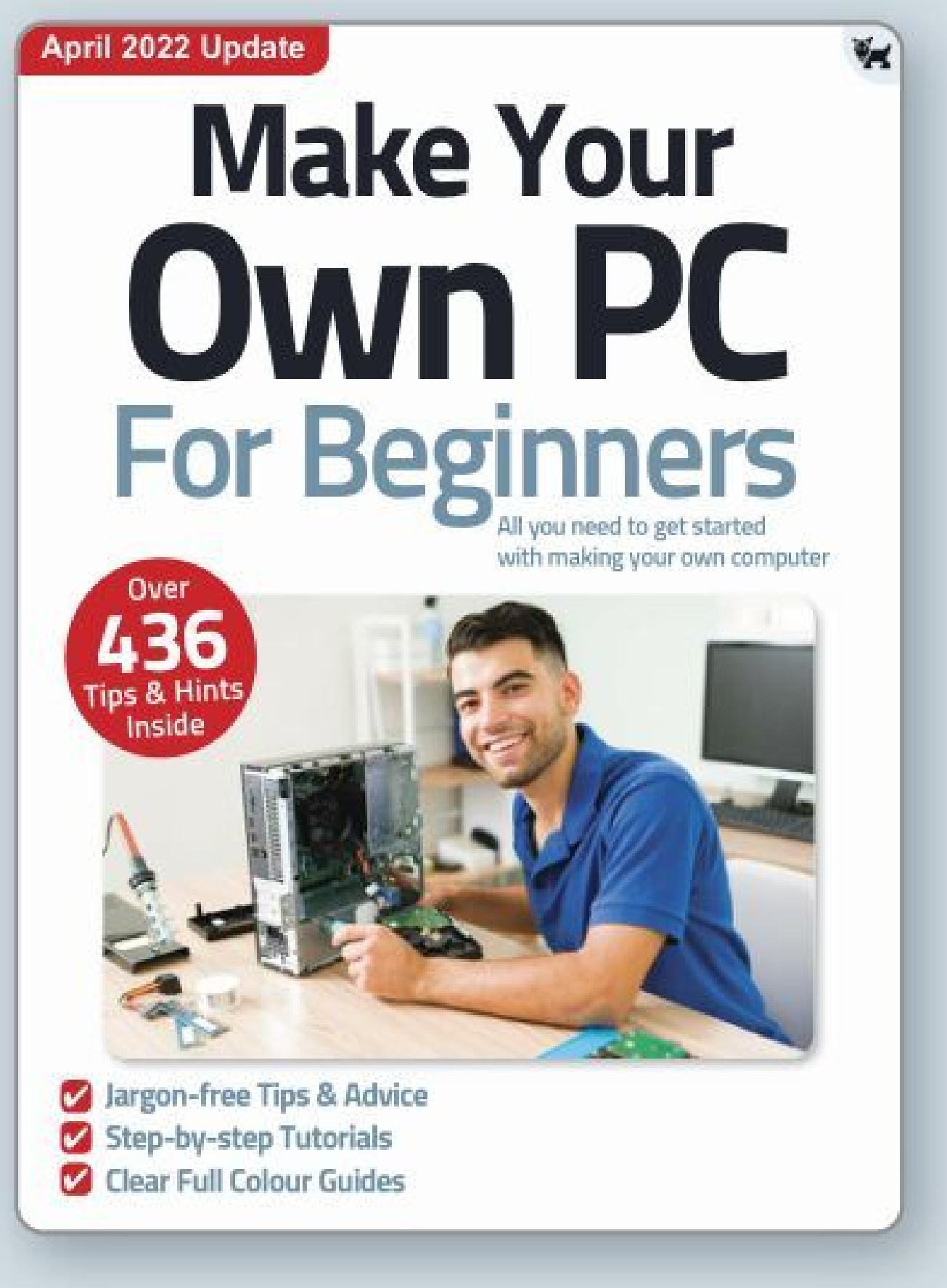

April 2022 Update
Samsung Galaxy
For Beginners
All you need to get started with Samsung Galaxy devices
Over 425 Tips & Hints Inside
☑ Jargon-free Tips & Advice
☑ Step-by-step Tutorials
☑ Clear Full Colour Guides

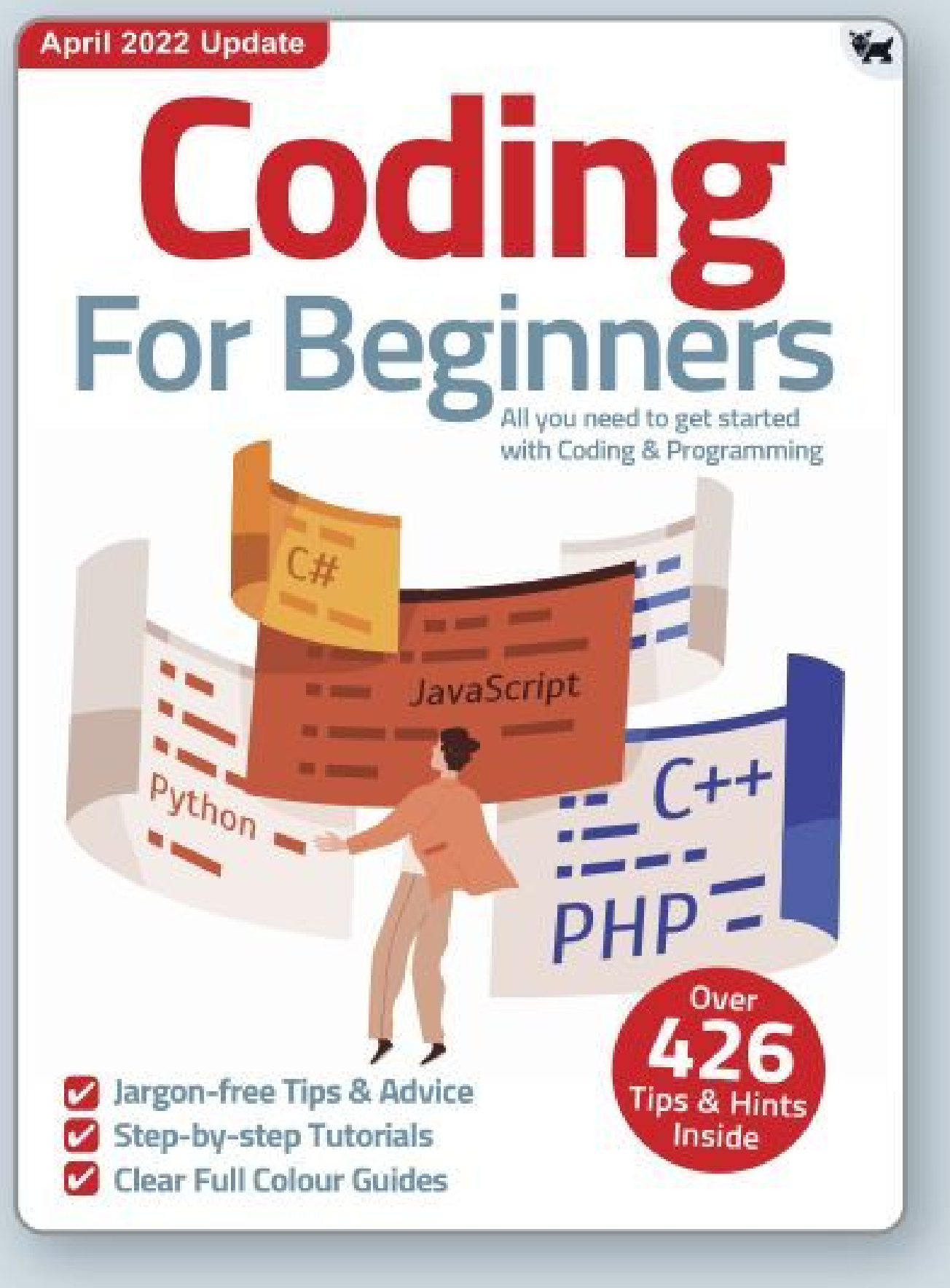

April 2022 Update
Android
For Beginners
All you need to get started with Android OS devices
Over 426 Tips & Hints Inside
☑ Jargon-free Tips & Advice
☑ Step-by-step Tutorials
☑ Clear Full Colour Guides


April 2022 Update
Online Security
For Beginners
All you need to get started with Online Security
Over 425 Tips & Hints Inside
☑ Jargon-free Tips & Advice
☑ Step-by-step Tutorials
☑ Clear Full Colour Guides

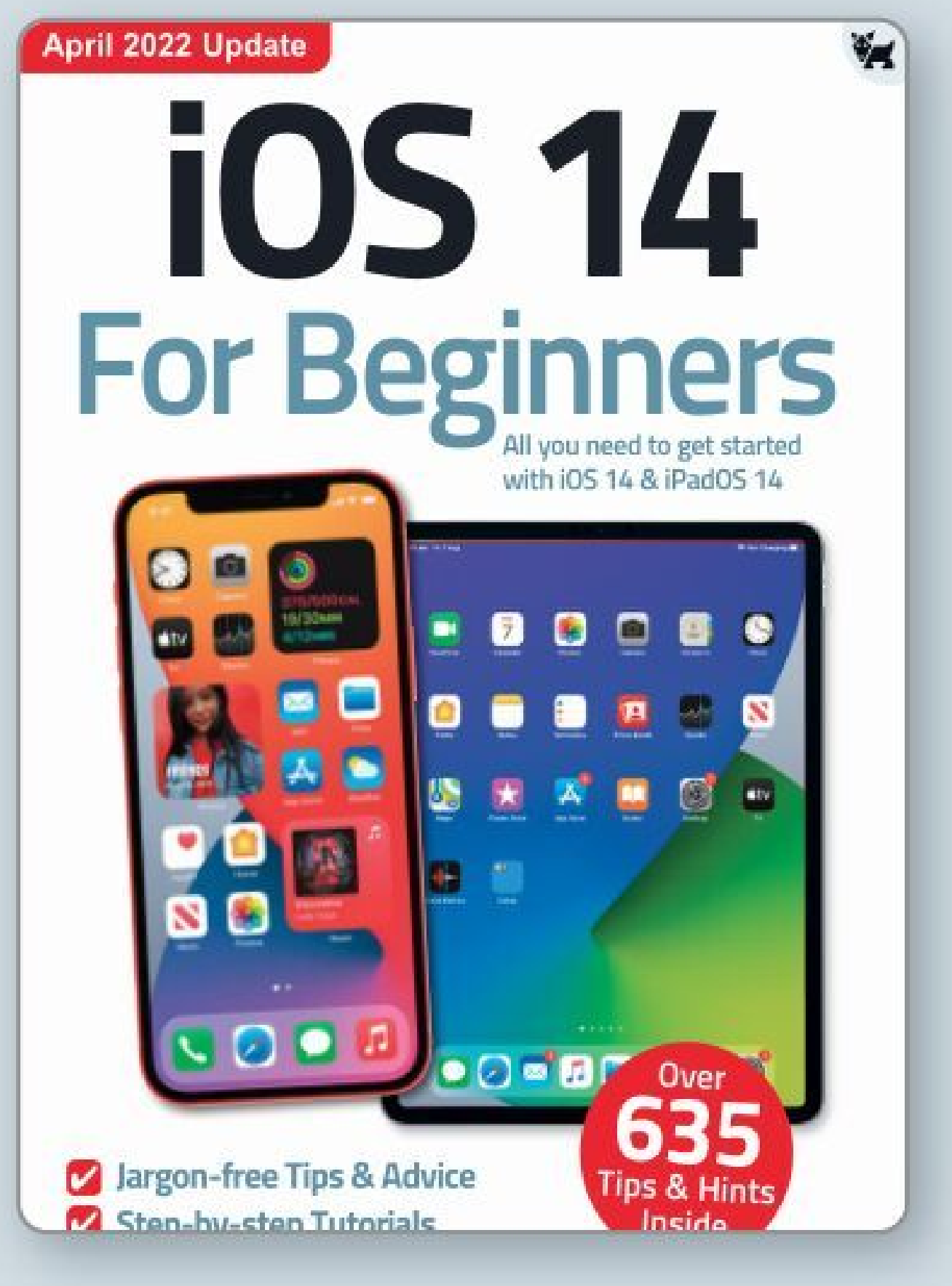

April 2022 Update
Home Networking
For Beginners
All you need to get started with Home Networking
Over 430 Tips & Hints Inside
☑ Jargon-free Tips & Advice
☑ Step-by-step Tutorials
☑ Clear Full Colour Guides

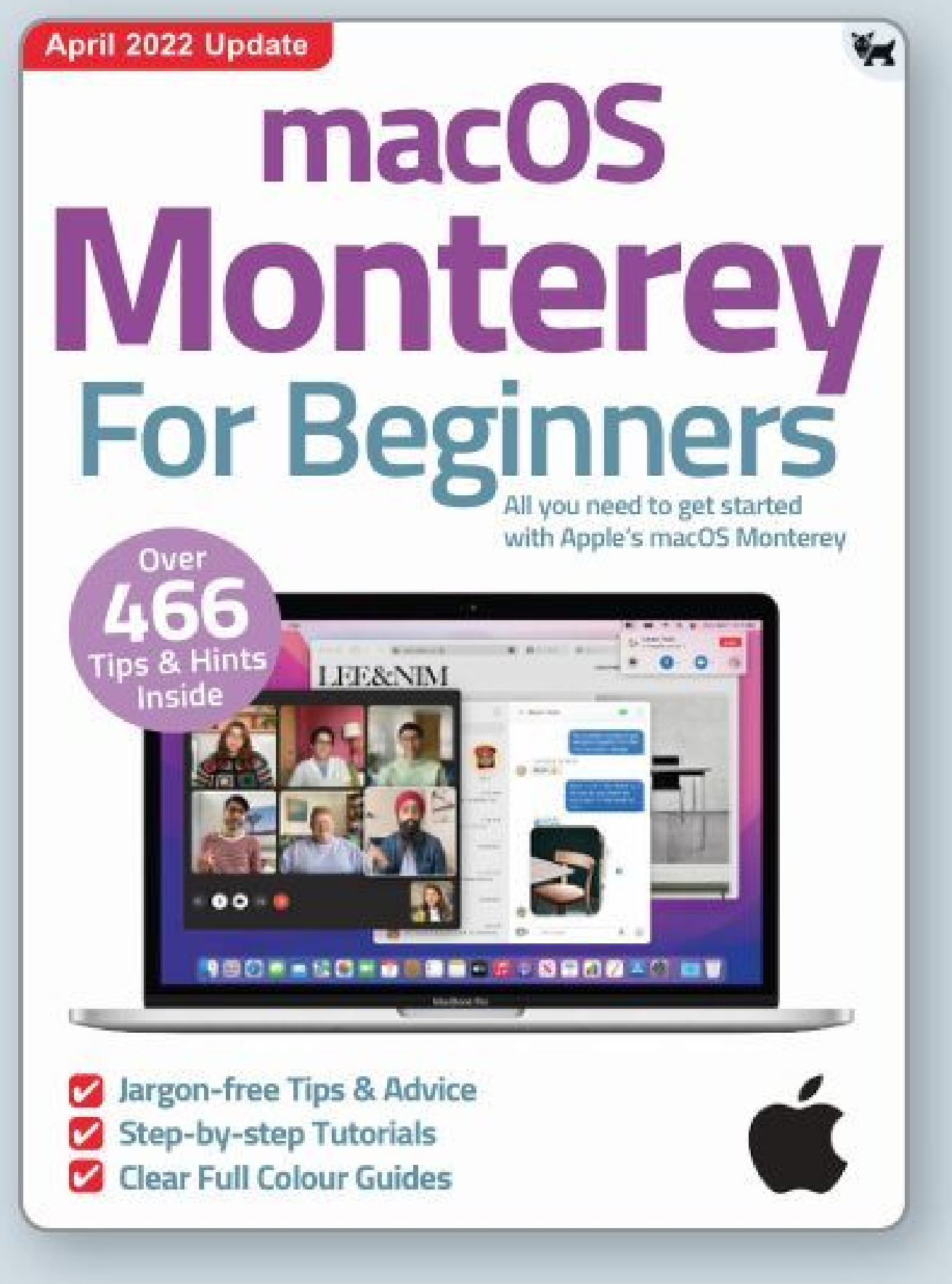

April 2022 Update
Cloud Computing
For Beginners
All you need to get started with Cloud services & storage
Over 453 Tips & Hints Inside
☑ Jargon-free Tips & Advice
☑ Step-by-step Tutorials
☑ Clear Full Colour Guides

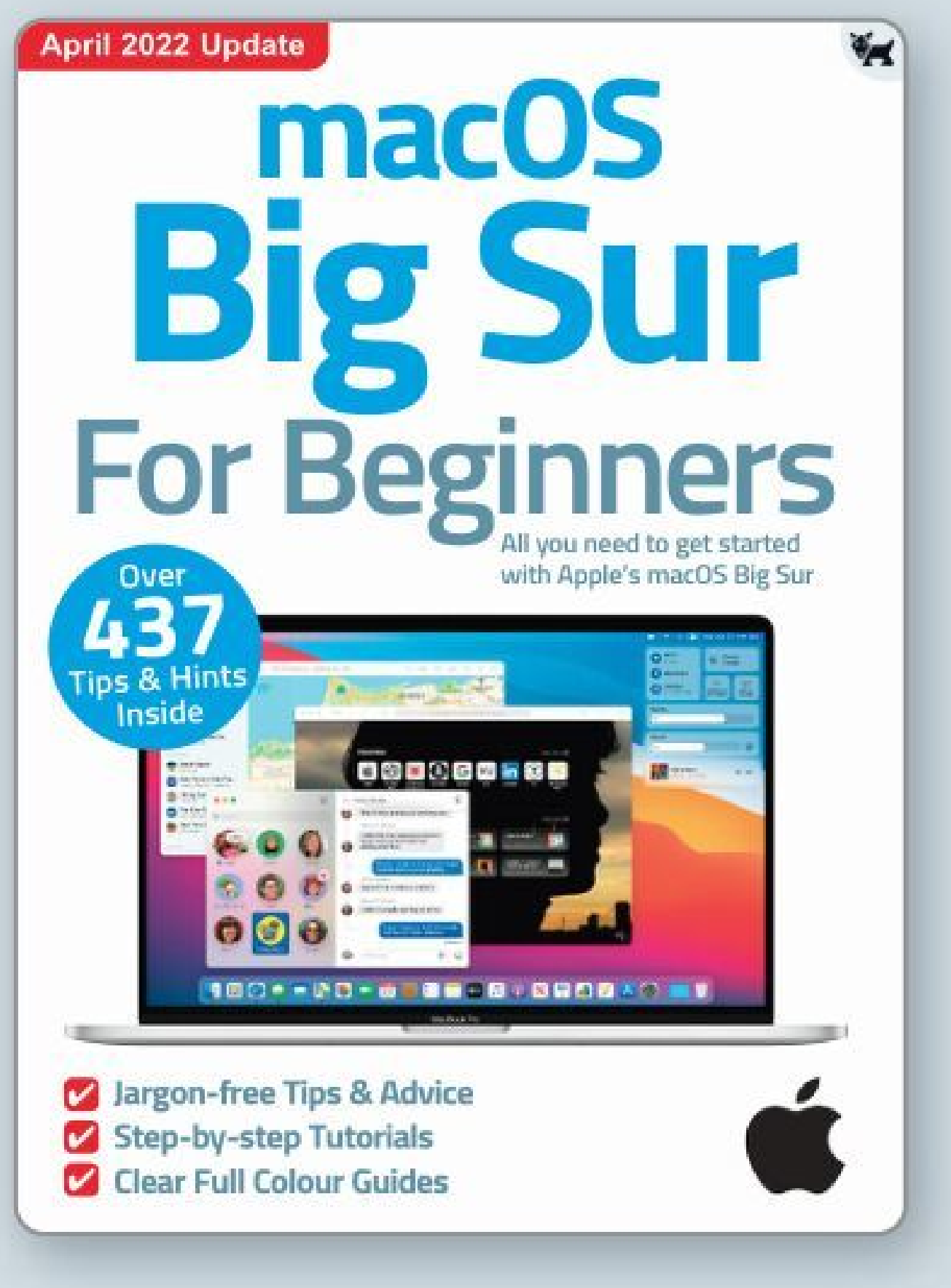

April 2022 Update
Make Your Own PC
For Beginners
All you need to get started with making your own computer
Over 436 Tips & Hints Inside
☑ Jargon-free Tips & Advice
☑ Step-by-step Tutorials
☑ Clear Full Colour Guides

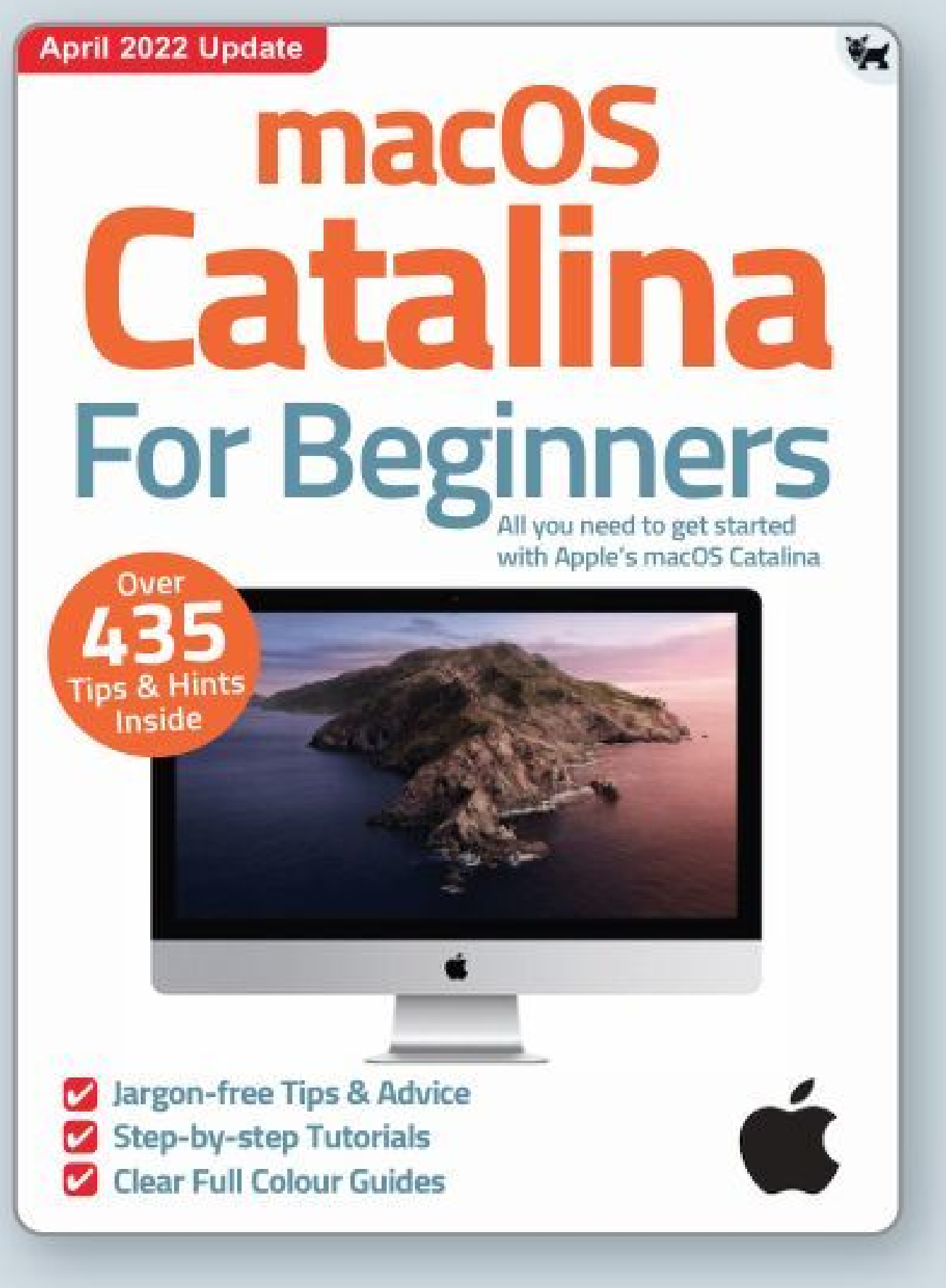

April 2022 Update
Coding
For Beginners
All you need to get started with Coding & Programming
Over 426 Tips & Hints Inside
☑ Jargon-free Tips & Advice
☑ Step-by-step Tutorials
☑ Clear Full Colour Guides

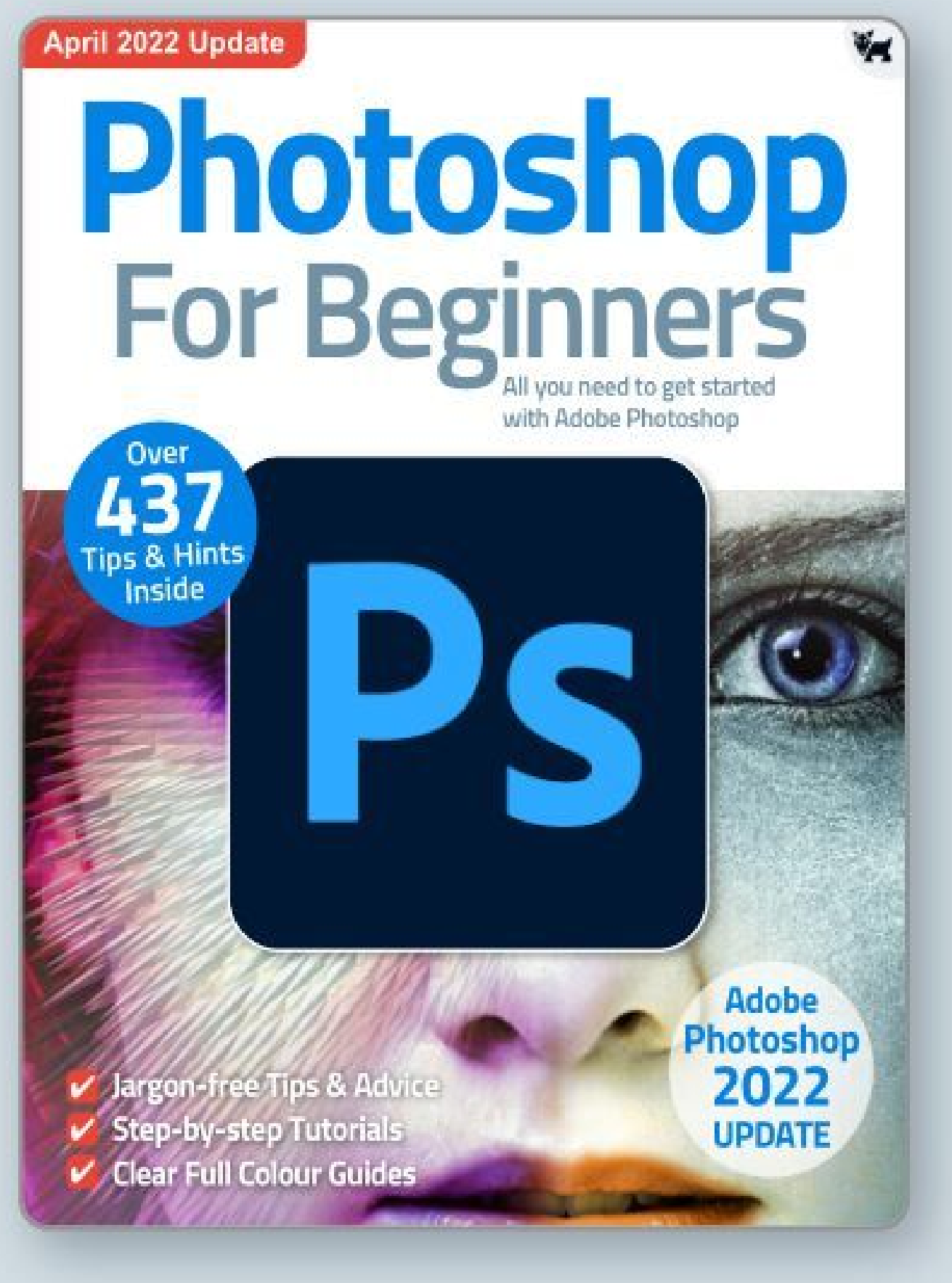
Tech Guides *Available on* Readly

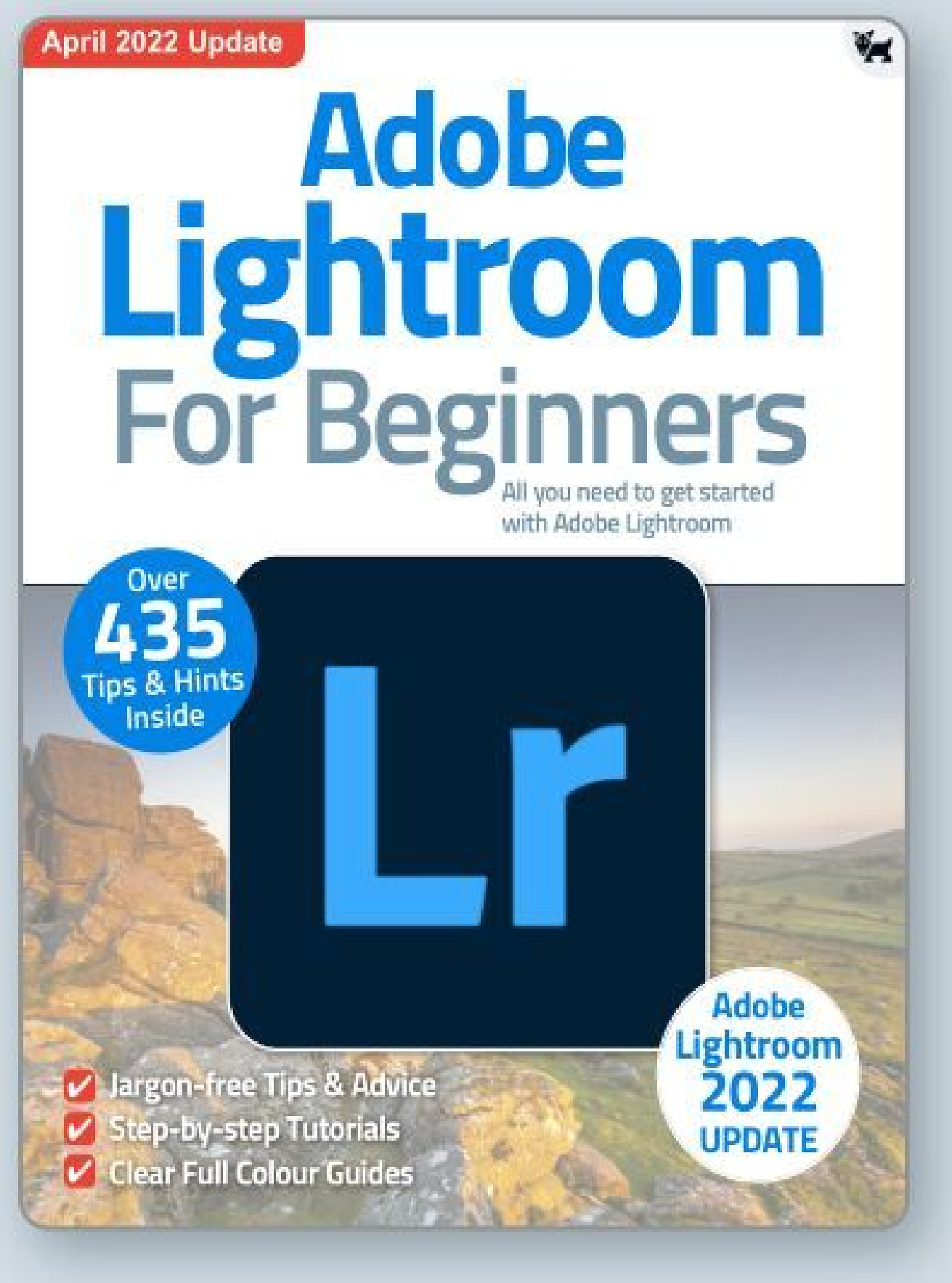

April 2022 Update
iOS 14
For Beginners
All you need to get started with iOS 14 & iPadOS 14
Over 635 Tips & Hints Inside
Jargon-free Tips & Advice
Step-by-step Tutorials

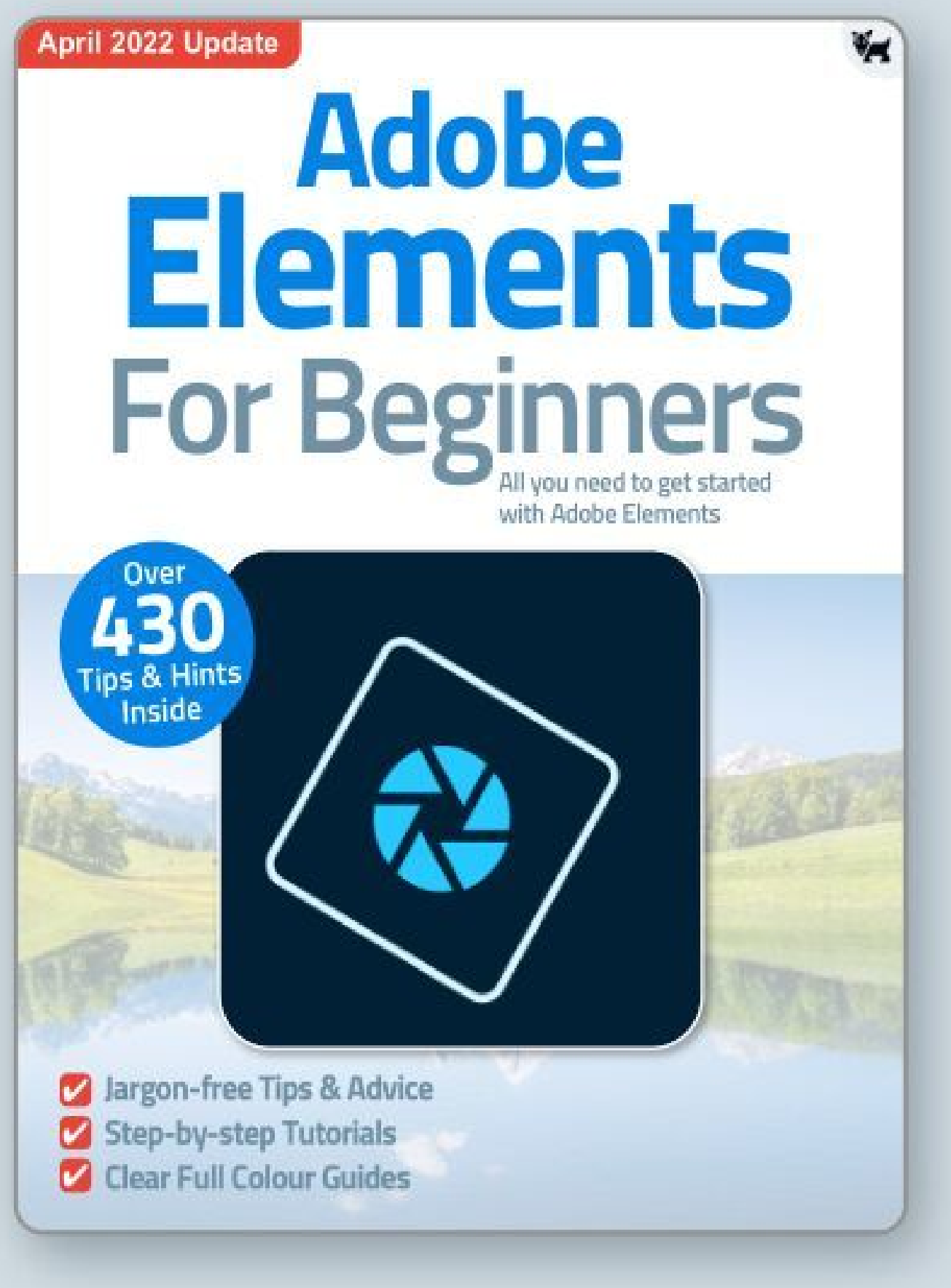

April 2022 Update
macOS
Monterey
For Beginners
All you need to get started with Apple's macOS Monterey
Over 466 Tips & Hints Inside
Jargon-free Tips & Advice
Step-by-step Tutorials
Clear Full Colour Guides

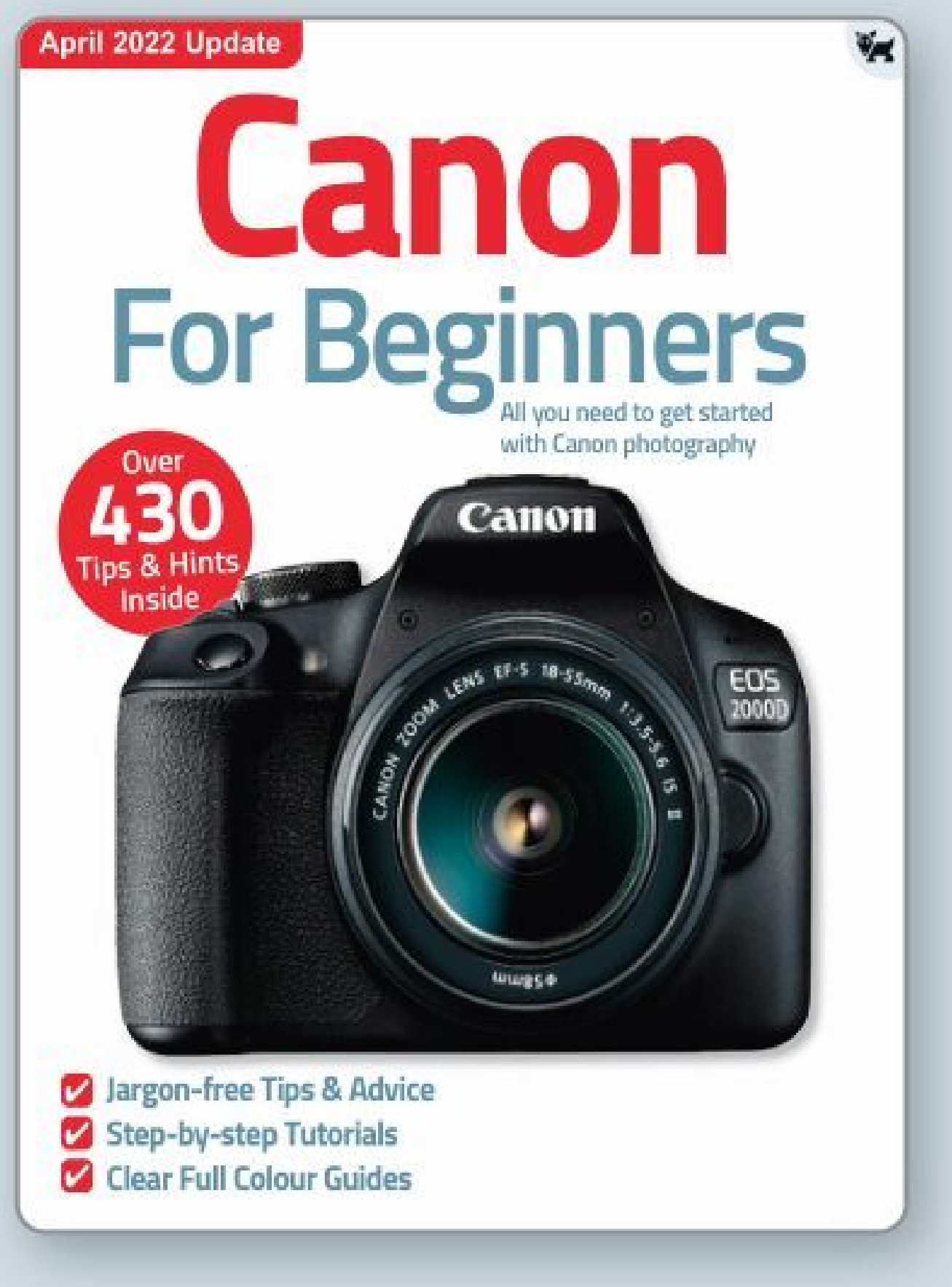

April 2022 Update
macOS
Big Sur
For Beginners
All you need to get started with Apple's macOS Big Sur
Over 437 Tips & Hints Inside
Jargon-free Tips & Advice
Step-by-step Tutorials
Clear Full Colour Guides

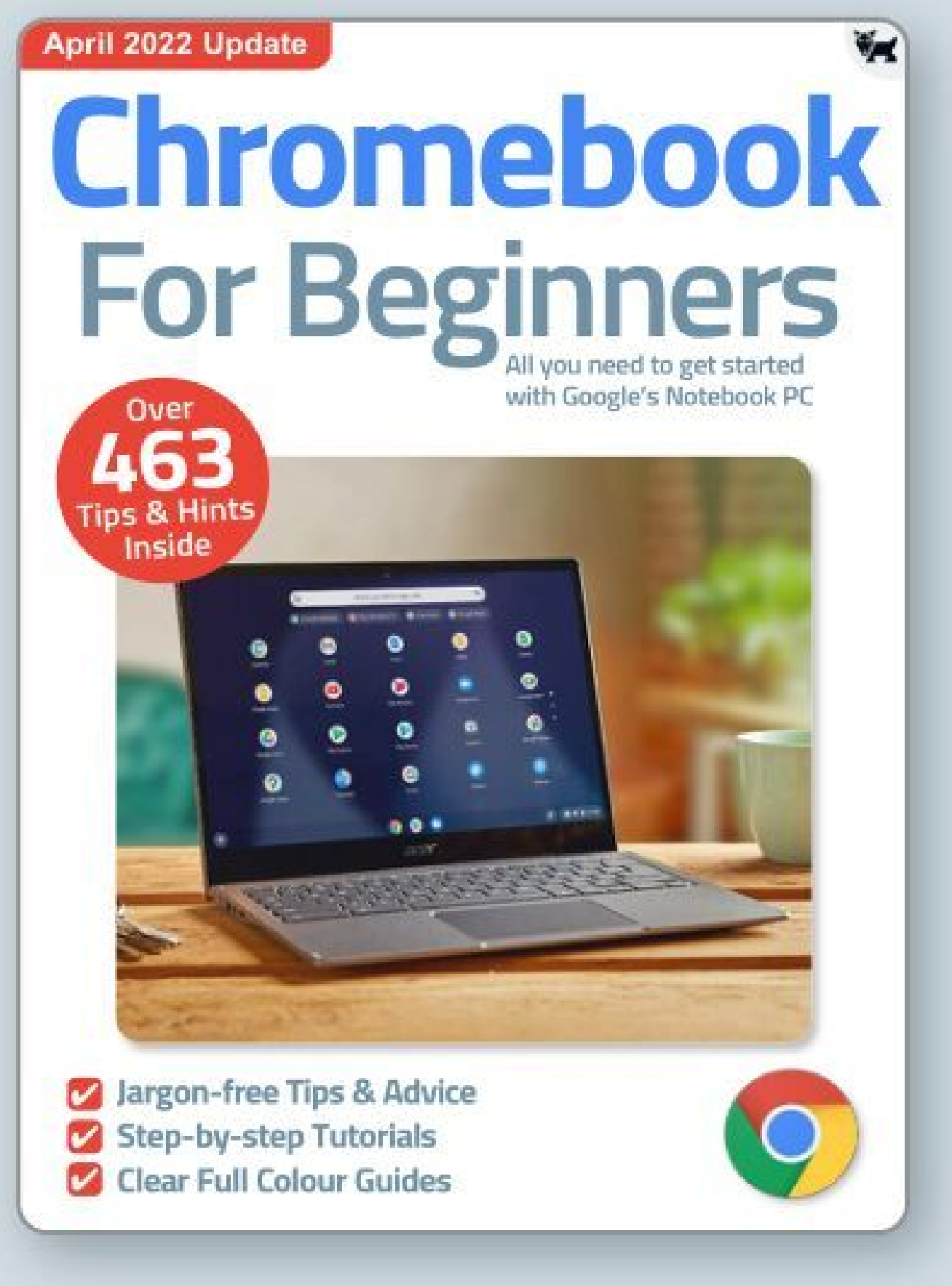

April 2022 Update
macOS
Catalina
For Beginners
All you need to get started with Apple's macOS Catalina
Over 435 Tips & Hints Inside
Jargon-free Tips & Advice
Step-by-step Tutorials
Clear Full Colour Guides

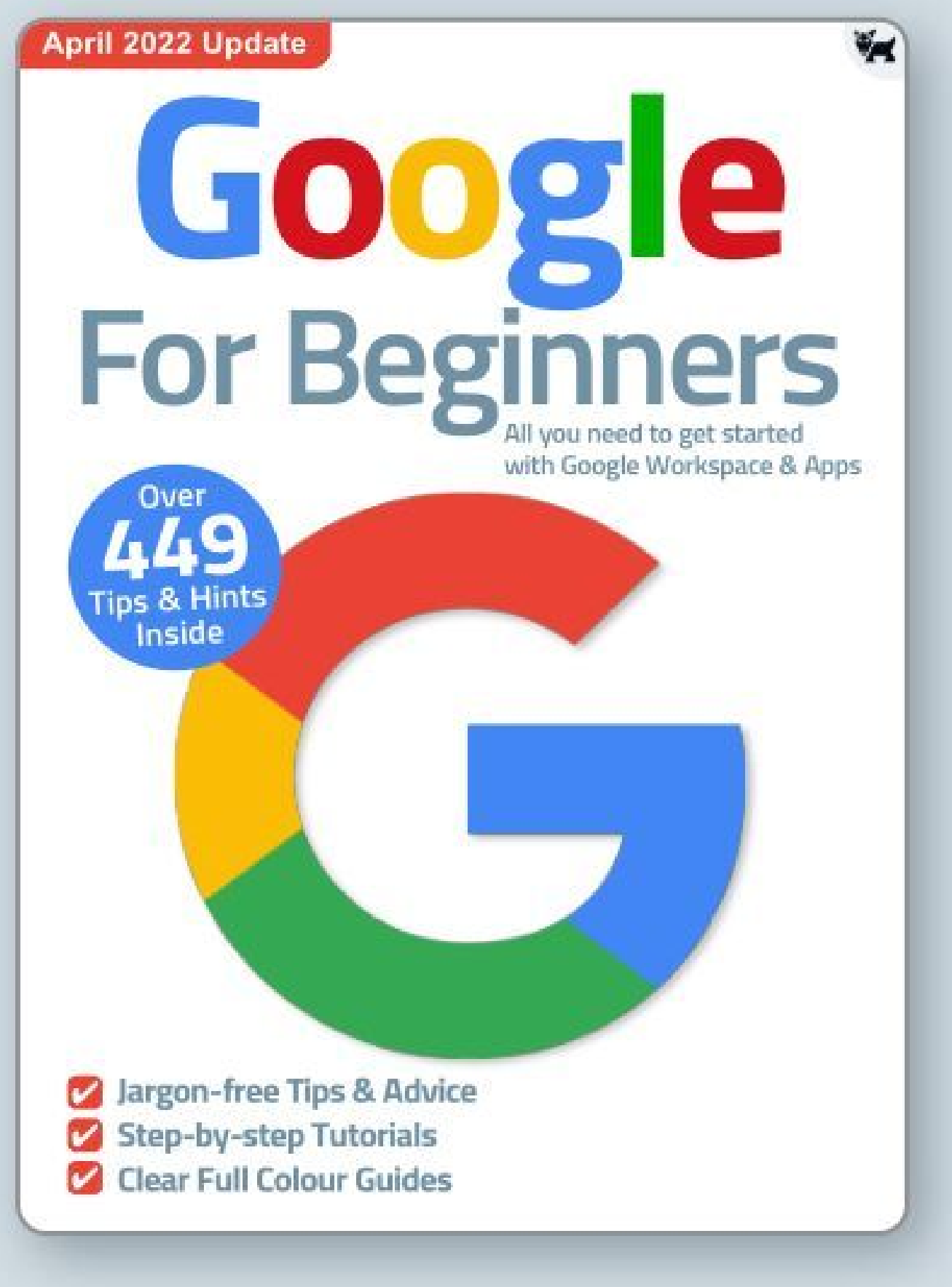

April 2022 Update
Photoshop
For Beginners
All you need to get started with Adobe Photoshop
Over 437 Tips & Hints Inside
Adobe Photoshop 2022 UPDATE
Jargon-free Tips & Advice
Step-by-step Tutorials
Clear Full Colour Guides

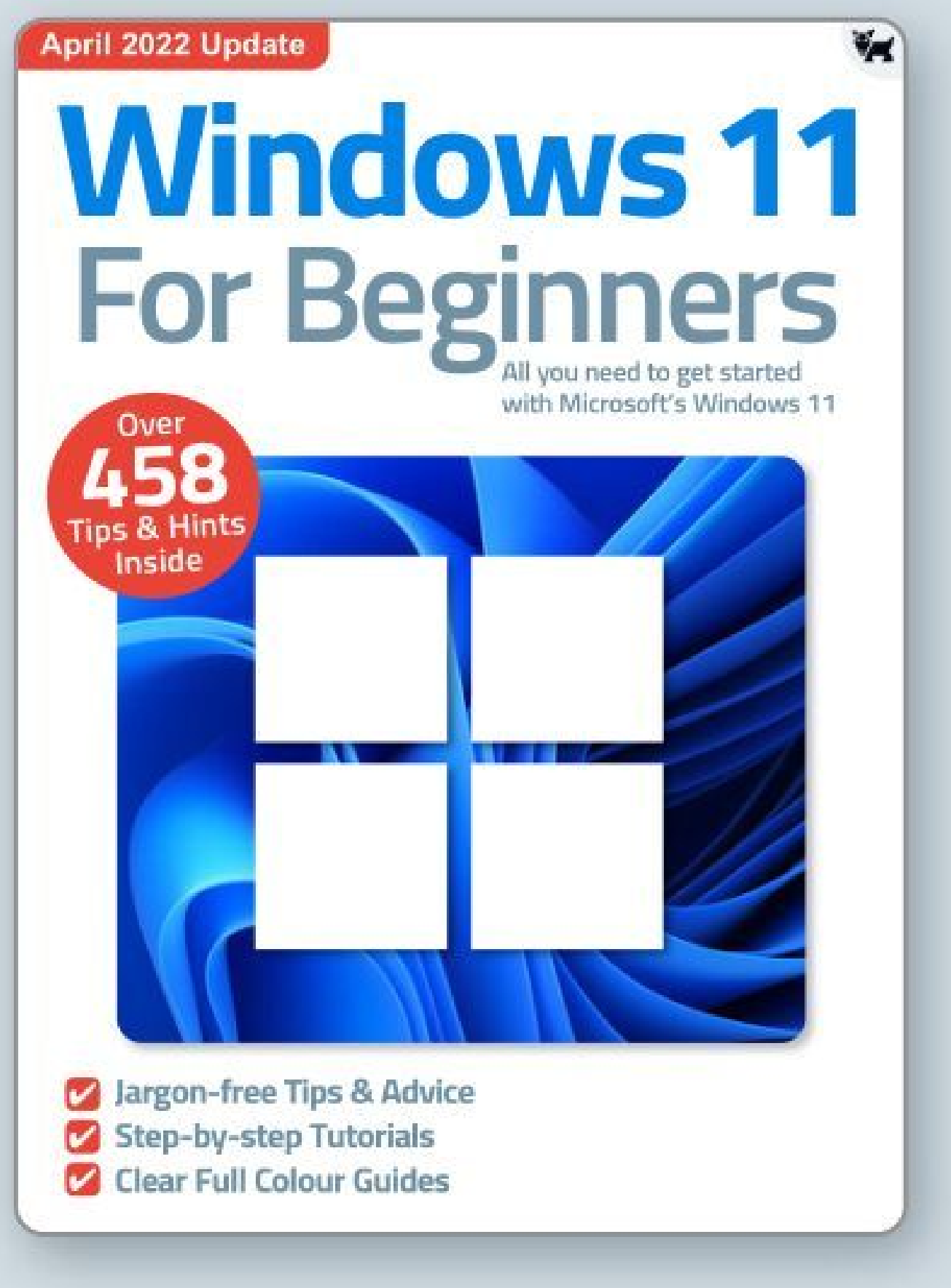

April 2022 Update
Adobe
Lightroom
For Beginners
All you need to get started with Adobe Lightroom
Over 435 Tips & Hints Inside
Adobe Lightroom 2022 UPDATE
Jargon-free Tips & Advice
Step-by-step Tutorials
Clear Full Colour Guides

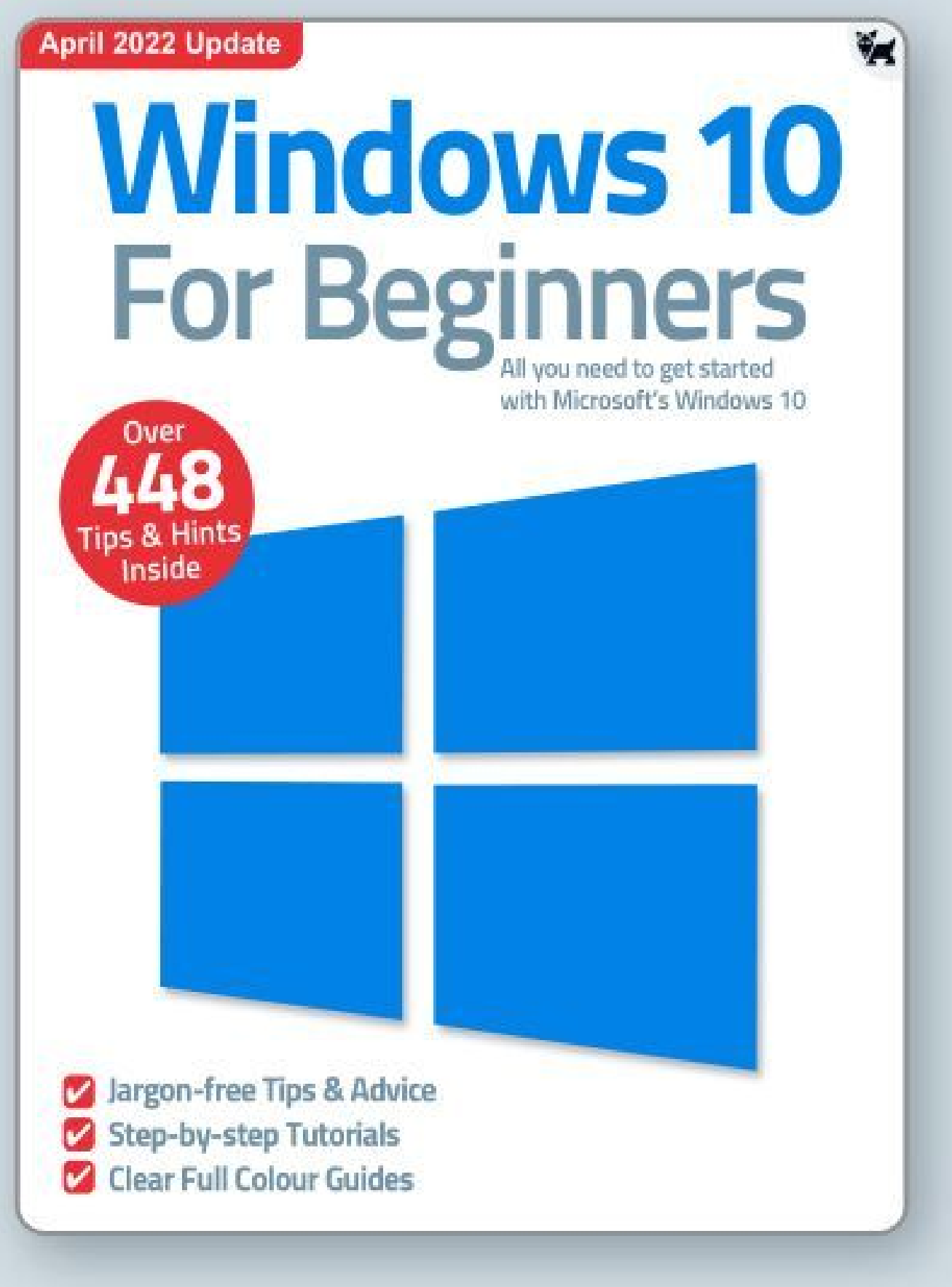

April 2022 Update
Adobe
Elements
For Beginners
All you need to get started with Adobe Elements
Over 430 Tips & Hints Inside
Jargon-free Tips & Advice
Step-by-step Tutorials
Clear Full Colour Guides

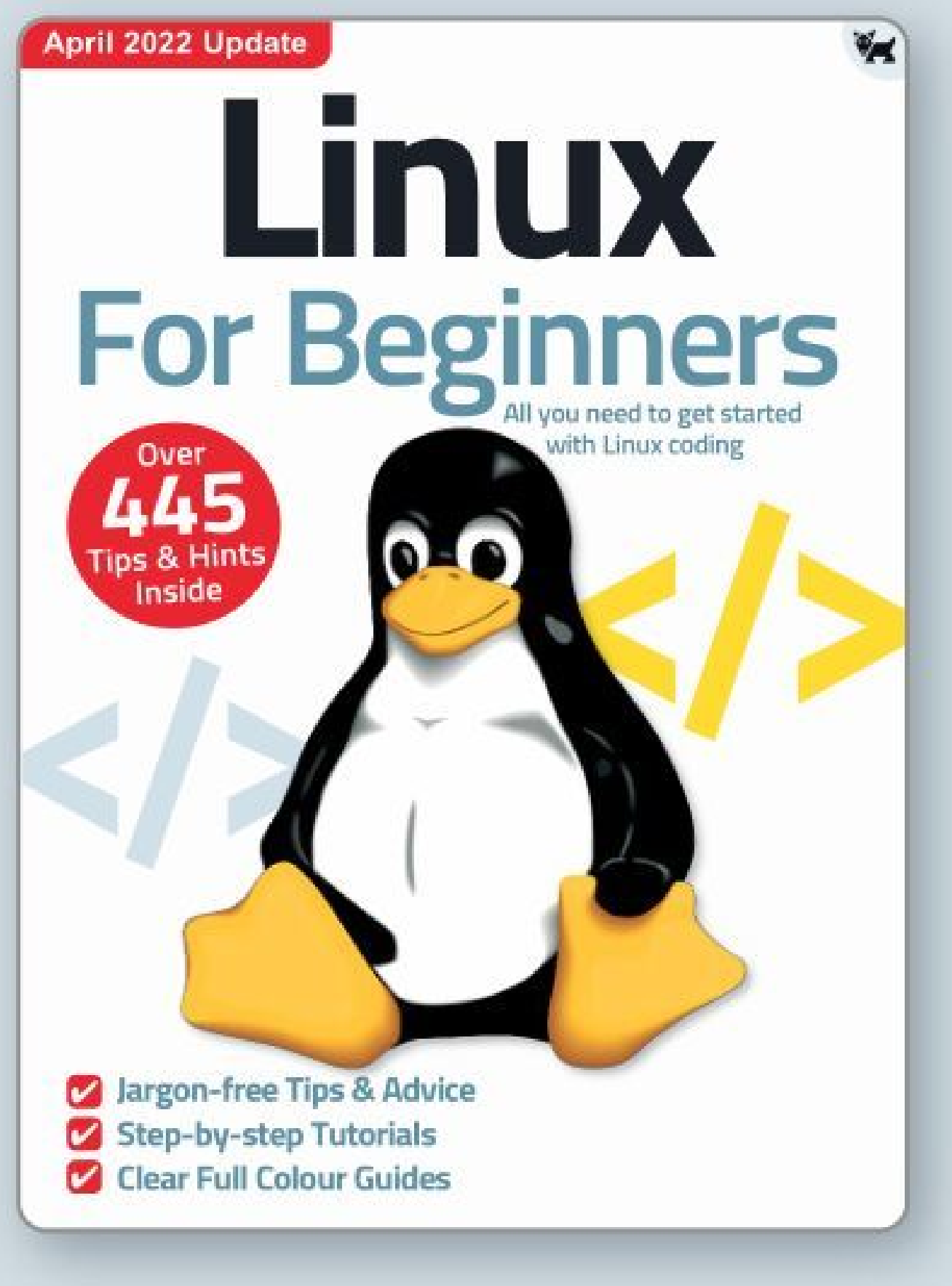

April 2022 Update
Canon
For Beginners
All you need to get started with Canon photography
Over 430 Tips & Hints Inside
Jargon-free Tips & Advice
Step-by-step Tutorials
Clear Full Colour Guides

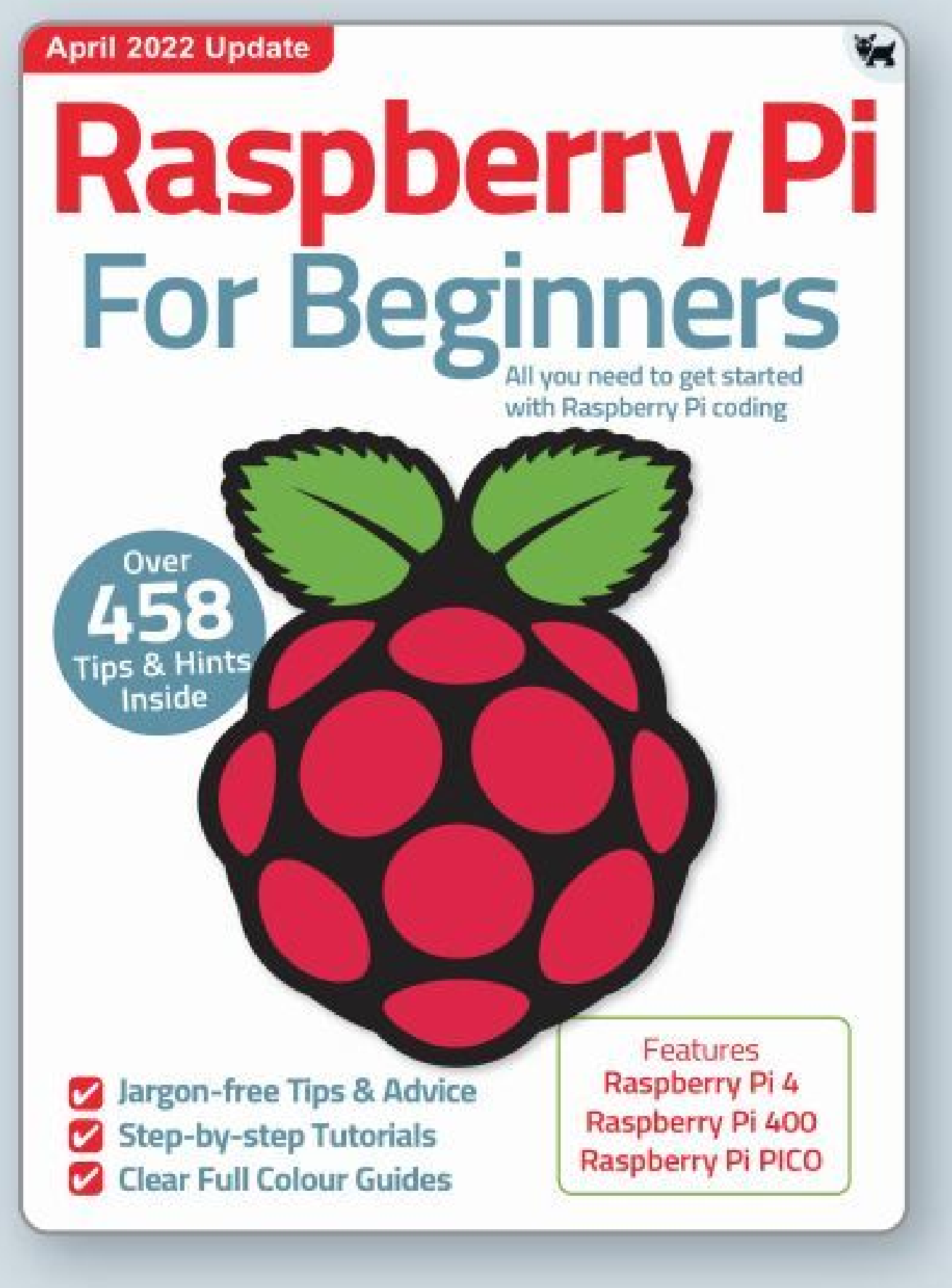

April 2022 Update
Chromebook
For Beginners
All you need to get started with Google's Notebook PC
Over 463 Tips & Hints Inside
Jargon-free Tips & Advice
Step-by-step Tutorials
Clear Full Colour Guides

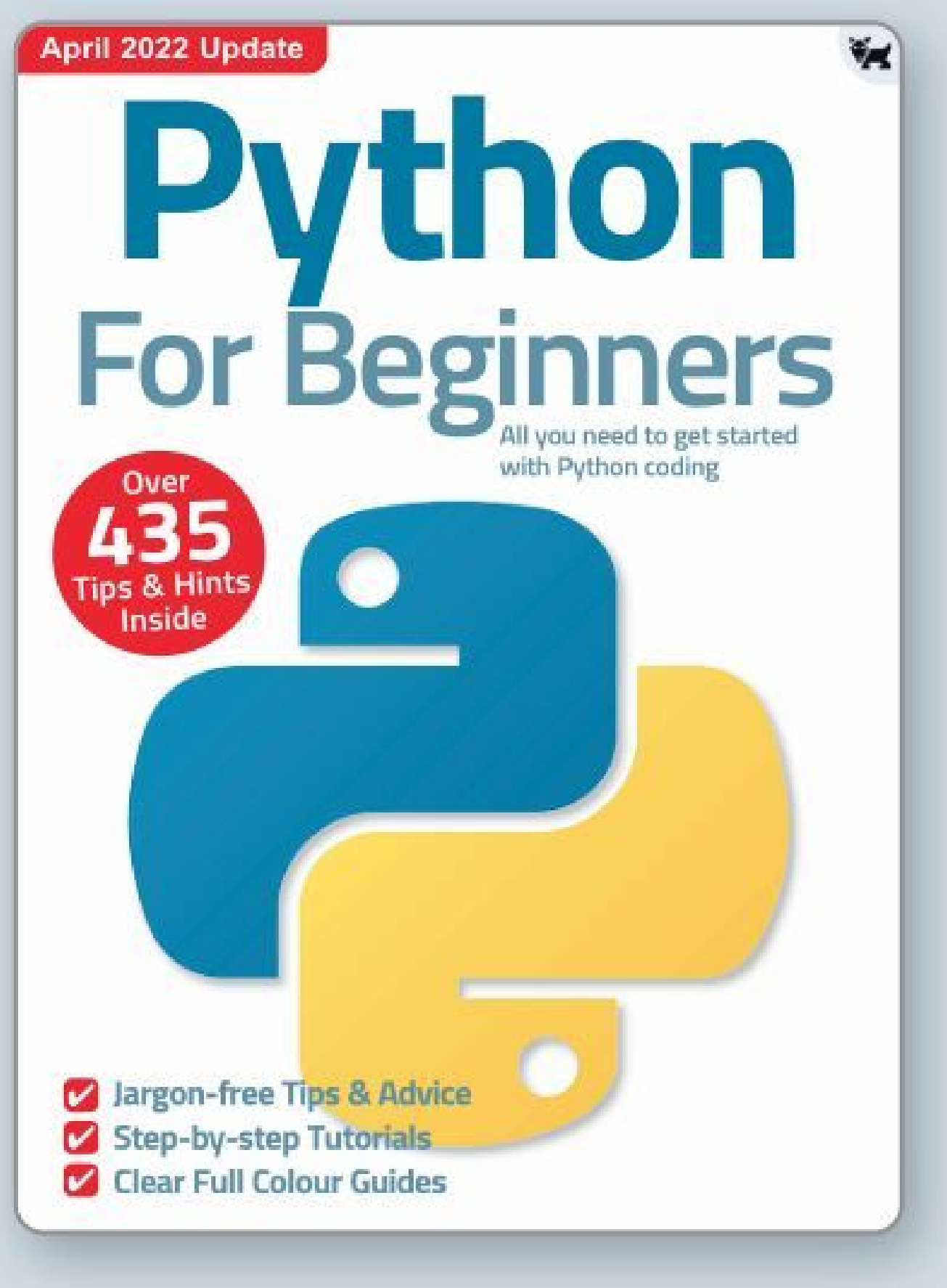

April 2022 Update
Google
For Beginners
All you need to get started with Google Workspace & Apps
Over 449 Tips & Hints Inside
Jargon-free Tips & Advice
Step-by-step Tutorials
Clear Full Colour Guides

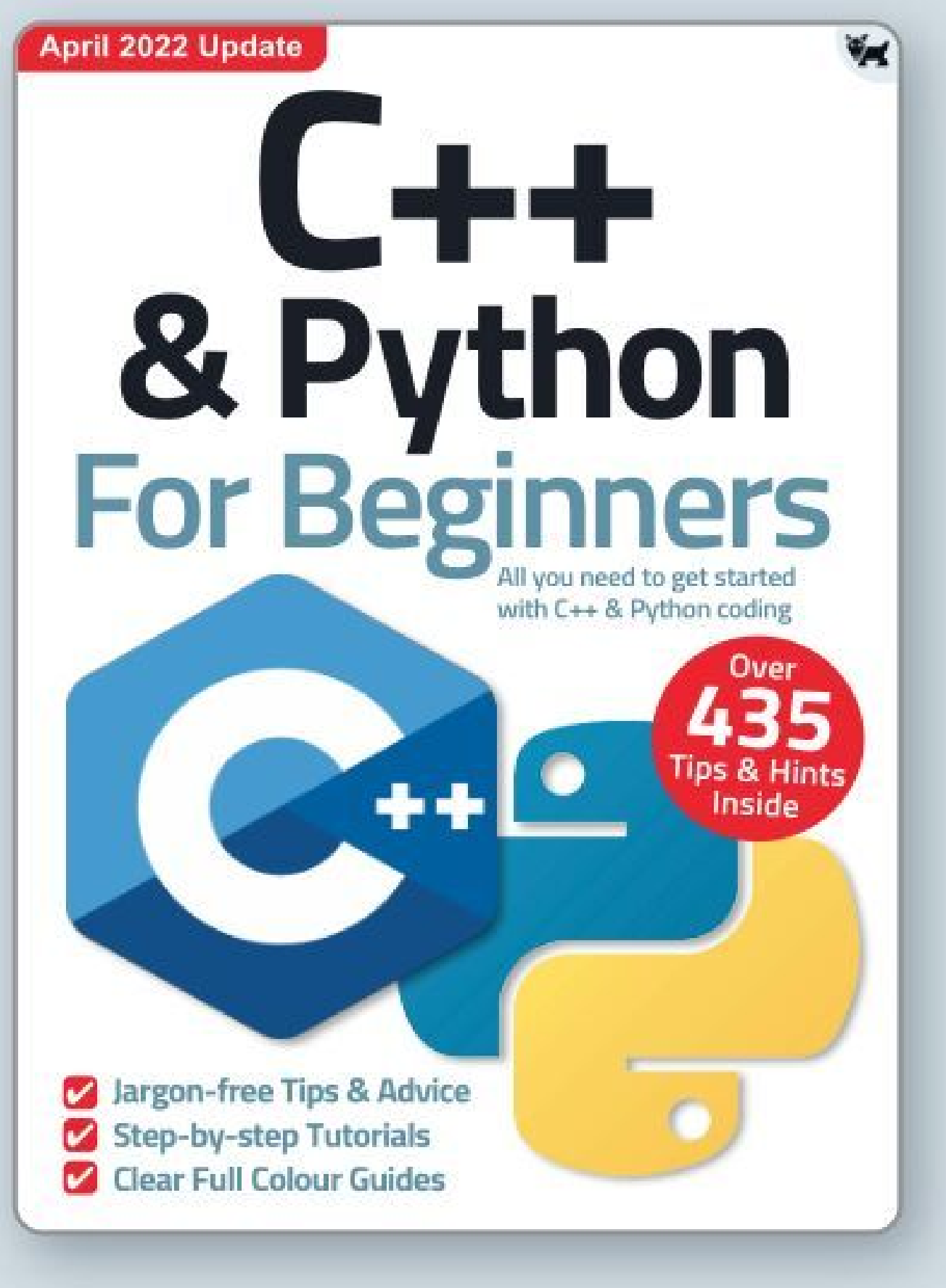

April 2022 Update
Windows 11
For Beginners
All you need to get started with Microsoft's Windows 11
Over 458 Tips & Hints Inside
Jargon-free Tips & Advice
Step-by-step Tutorials
Clear Full Colour Guides


April 2022 Update
Windows 10
For Beginners
All you need to get started with Microsoft's Windows 10
Over 448 Tips & Hints Inside
Jargon-free Tips & Advice
Step-by-step Tutorials
Clear Full Colour Guides


April 2022 Update
Linux
For Beginners
All you need to get started with Linux coding
Over 445 Tips & Hints Inside
Jargon-free Tips & Advice
Step-by-step Tutorials
Clear Full Colour Guides


April 2022 Update
Raspberry Pi
For Beginners
All you need to get started with Raspberry Pi coding
Over 458 Tips & Hints Inside
Features Raspberry Pi 4 Raspberry Pi 400 Raspberry Pi PICO
Jargon-free Tips & Advice
Step-by-step Tutorials
Clear Full Colour Guides


April 2022 Update
Python
For Beginners
All you need to get started with Python coding
Over 435 Tips & Hints Inside
Jargon-free Tips & Advice
Step-by-step Tutorials
Clear Full Colour Guides


April 2022 Update
C++
& Python
For Beginners
All you need to get started with C++ & Python coding
Over 435 Tips & Hints Inside
Jargon-free Tips & Advice
Step-by-step Tutorials
Clear Full Colour Guides

www.bdmpublications.com

Now you've got the basics down, you can improve and learn more essential skills in our next level guide...

TRICKS & TIPS

Advanced guides for

Google Workspace & Apps

Everything you need to master Google's free apps on your computer & mobile device

- Advanced guides and tutorials for YouTube, Google Drive, Maps & more

OVER 426 SECRETS & HACKS

- Next level fixes and secrets get to the heart of Google's free app suite
- We share our awesome tips and shortcuts for Google apps on your device

Available on

Readly

2022
MAY
4

SAVE THE DATE

Black Dog Media

Master Your Tech

FROM BEGINNER TO EXPERT

To continue learning more about Your Tech visit us at:

www.bdmpublications.com

FREE Tech Guides

Apple iPhone, iPad, Mac, MacBook & Watch

PC, Windows 11 & 10

Samsung & Google

Photography, Photoshop, Lightroom & Elements

Coding Python, C++, Raspberry Pi & Linux

EXCLUSIVE OFFERS & DISCOUNTS on Our Tech Guidebooks

- Print & Digital Editions
- Featuring the Latest Updates
- Step-by-step Tutorials & Guides
- Created by BDM Experts

The iOS 15 iPhone GuideBook
Coding for Beginners
Windows 11 The Essentials

BDM's
Ultimate Photoshop

bdmpublications.com/ultimate-photoshop

Buy our Photoshop guides and download tutorial images for free! *Simply sign up and get creative.*

PLUS SPECIAL DEALS and Bonus Content

When you sign up to our monthly newsletter!

Google For Beginners
10th Edition - ISBN: 978-1-912847-16-7
Published by: Papercut Limited
Digital distribution by: pocketmags.com, Readly AB, Zinio

© 2022 Papercut Limited All rights reserved. No part of this publication may be reproduced in any form, stored in a retrieval system or integrated into any other publication, database or commercial programs without the express written permission of the publisher. Under no circumstances should this publication and its contents be resold, loaned out or used in any form by way of trade without the publisher's written permission. While we pride ourselves on the quality of the information we provide, Papercut Limited reserves the right not to be held responsible for any mistakes or inaccuracies found within the text of this publication.

Due to the nature of the tech industry, the publisher cannot guarantee that all apps and software will work on every version of device. It remains the purchaser's sole responsibility to determine the suitability of this book and its content for whatever purpose. Any app images reproduced on the front and back cover are solely for design purposes and are not representative of content. We advise all potential buyers to check listing prior to purchase for confirmation of actual content. All editorial opinion herein is that of the reviewer - as an individual - and is not representative of the publisher or any of its affiliates. Therefore the publisher holds no responsibility in regard to editorial opinion and content. This is an independent publication and as such does not necessarily reflect the views or opinions of the producers of apps or products contained within. This publication is 100% unofficial. All copyrights, trademarks and registered trademarks for the respective companies are acknowledged. Relevant graphic imagery reproduced with courtesy of brands and products. Additional images contained within this publication are reproduced under licence from Shutterstock. Prices, international availability, ratings, titles and content are subject to change. All information was correct at time of publication. Some content may have been previously published in other volumes or titles.

Papercut Limited
Registered in England & Wales No: 04308513

INTERNATIONAL LICENSING – Papercut Limited has many great publications and all are available for licensing worldwide. For more information go to: www.bdmpublications.com. email: james@bdmpublications.com